



# ITEMPO Online System User's Guide (Part 1)

Version 1.2  
22 March 2004

# Version 1.2 Changes

- Requirement for “Duty UIC” included:
  - New DoD Requirement to identify the unit/location where deployment takes place.
  - See the 22 March 2004 ITEMPO FAQ for associated policy and procedural details.
- Rewrite of software to make the application more user-friendly and stable.

# Table of Contents

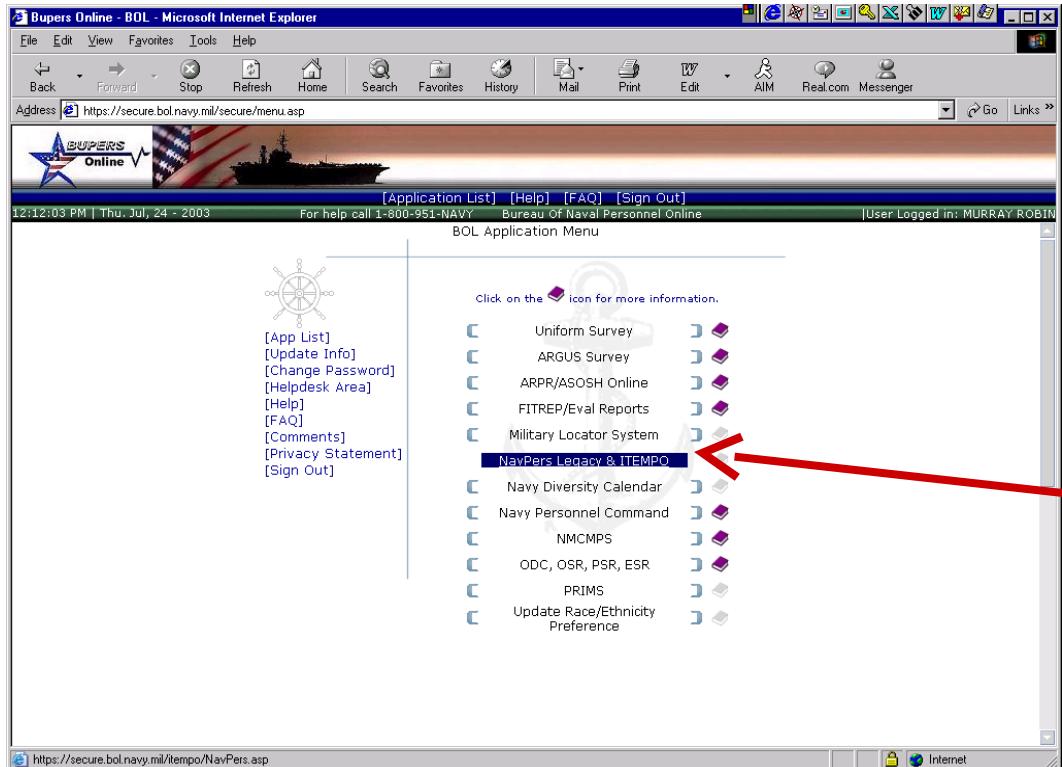
- ITEMPO Online System Administration and Access Guide
- ITEMPO Online System Builder's Guide
- ITEMPO Online System Releaser's Guide (in User's Guide, Part 2)



# ITEMPO Online System

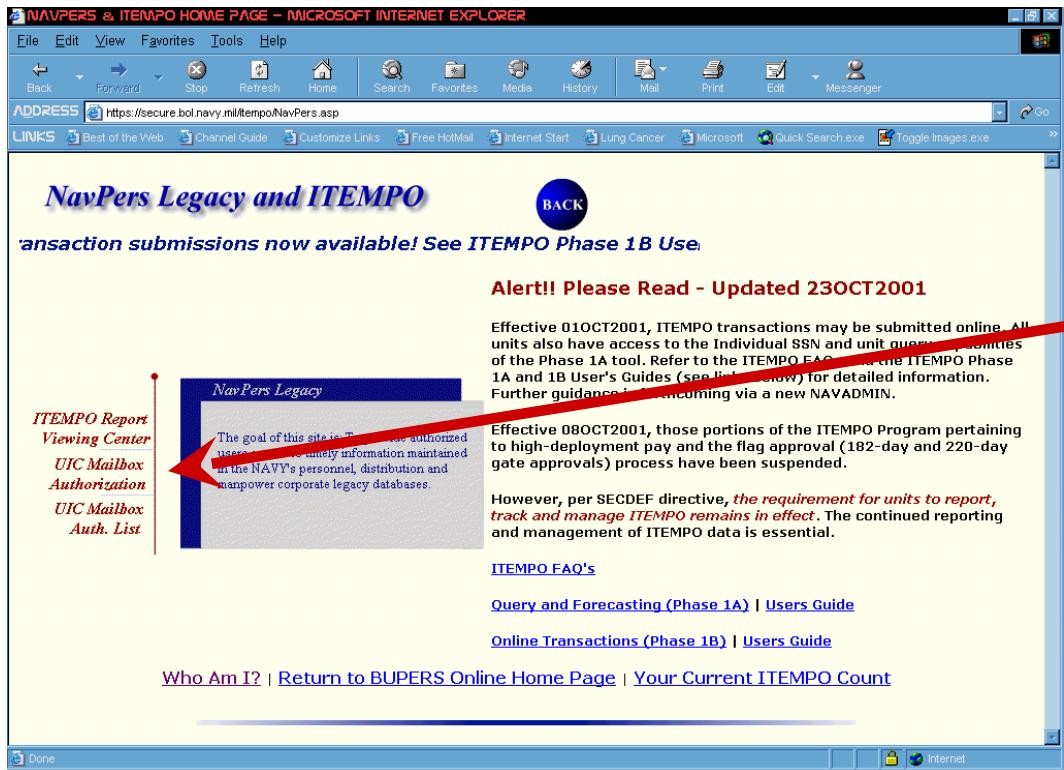
## Administration and Access Guide

# ITEMPO Online System - Entry



- This is the entry screen for the ITEMPO Online System.
- Access is through the normal production BOLWEB site ([www.bol.navy.mil](http://www.bol.navy.mil)).
- To begin, select the **NavPers Legacy & ITEMPO** option.

# ITEMPO Online System - Authorization

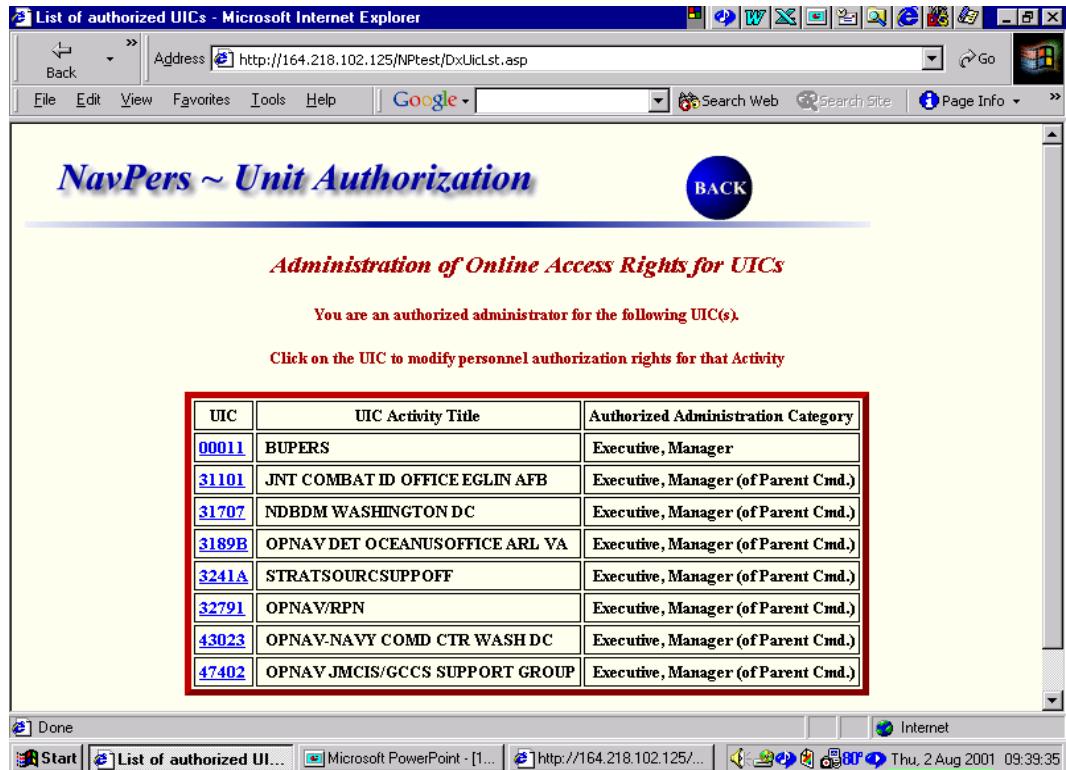


- This is the ***NavPers Legacy and ITEMPO*** home page.
- To start the process for UIC administrators to give access to the ITEMPO Online System, click on the UIC Mailbox Authorization option.

# ITEMPO Online System - Authorization

- The following individuals are automatically granted ownership for the UIC they are onboard and for subordinate UICs which their UIC is identified as the PARENT UIC:
  - Flag Officers
  - CO / OinC / XO / AOinC
  - Officers in billets with NOBCs within the either of the two groups: COMMANDERS, EXECUTIVES, MANAGERS, ETC., and OFFICER IN CHARGE.
- The only other methods to attain access to a UIC mailbox are by submitting a DMRS ITEMPO access message (PANV or PAOT TAC).
- If you are a UIC OWNER, you will see the following screen when you click on **UIC Mailbox Authentication**.

# ITEMPO Online System - Administration

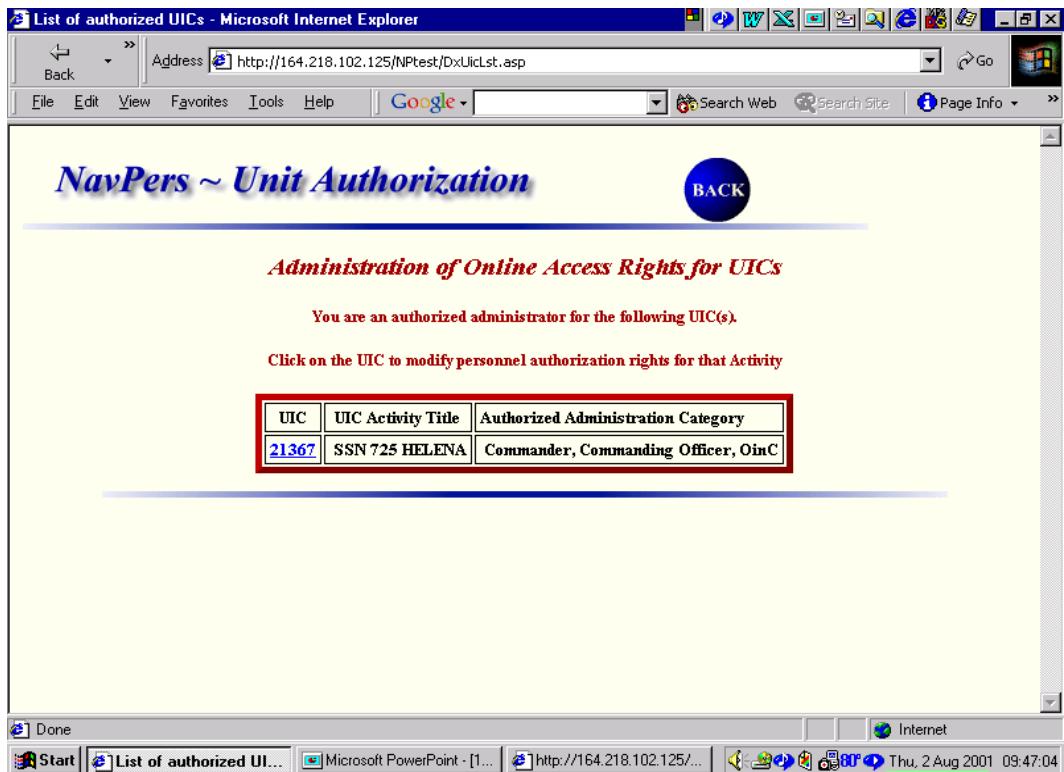


UIC	UIC Activity Title	Authorized Administration Category
00011	BUPERS	Executive, Manager
31101	JNT COMBAT ID OFFICE EGLIN AFB	Executive, Manager (of Parent Cmd.)
31707	NDBDM WASHINGTON DC	Executive, Manager (of Parent Cmd.)
3189B	OPNAV DET OCEANUS OFFICE ARL VA	Executive, Manager (of Parent Cmd.)
3241A	STRAT SOURCESUPPOFF	Executive, Manager (of Parent Cmd.)
32791	OPNAV/RPN	Executive, Manager (of Parent Cmd.)
43023	OPNAV-NAVY COMD CTR WASH DC	Executive, Manager (of Parent Cmd.)
47402	OPNAV JMCIS/GCCS SUPPORT GROUP	Executive, Manager (of Parent Cmd.)

- This is the **Unit Authorization Administration Screen**.
- All UICs for which you are an authorized administrator will be listed here, along with the authorization category (Billet NOBC, WEB granted, DMRS message granted, etc).
- This administrator is an executive in UIC 00011, and automatically an executive in the UICs subordinate (those for which 00011 is the Parent UIC).

# ITEMPO Online System - Administration

- This administrator has the Billet NOBC of CO of submarine.



**List of authorized UICs - Microsoft Internet Explorer**

Address: http://164.218.102.125/NPtest/DxUicLst.asp

File Edit View Favorites Tools Help | Google | Search Web | Search Site | Page Info

**NavPers ~ Unit Authorization**

**Administration of Online Access Rights for UICs**

You are an authorized administrator for the following UIC(s).

Click on the UIC to modify personnel authorization rights for that Activity

UIC	UIC Activity Title	Authorized Administration Category
21367	SSN 725 HELENA	Commander, Commanding Officer, OinC

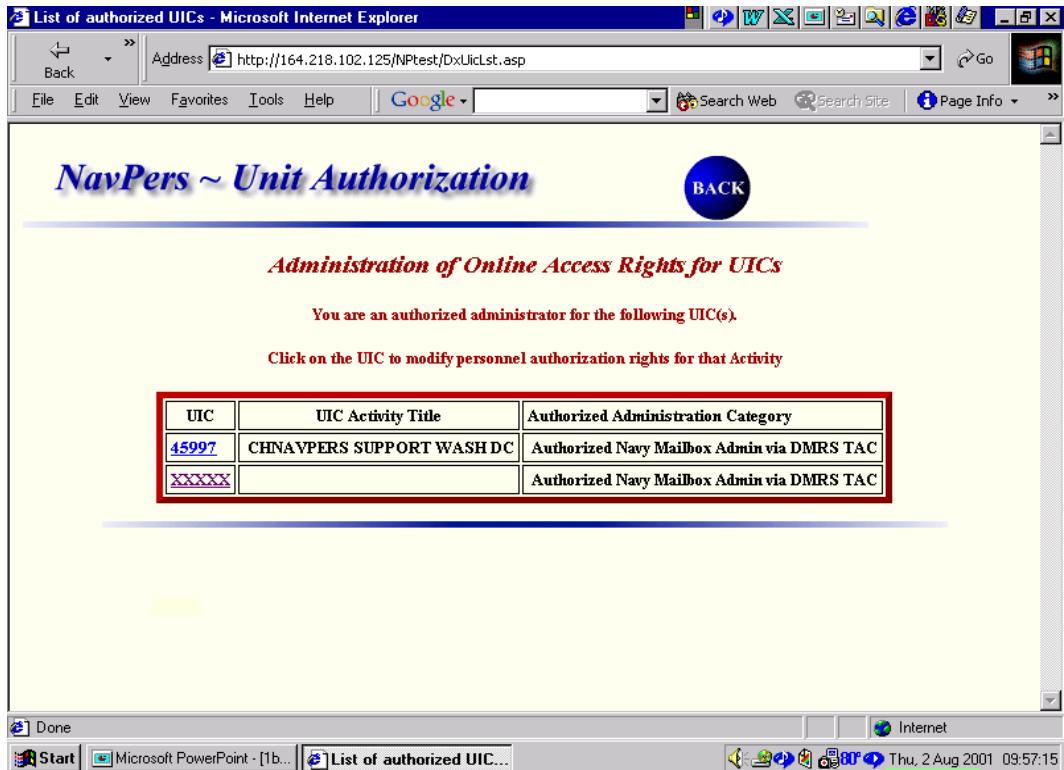
Done

Start List of authorized UICs Microsoft PowerPoint - 1... http://164.218.102.125/... Internet

Thu, 2 Aug 2001 09:47:04

# ITEMPO Online System - Administration

- This administrator received authorization through a DMRS PANV transaction.



**NavPers ~ Unit Authorization**

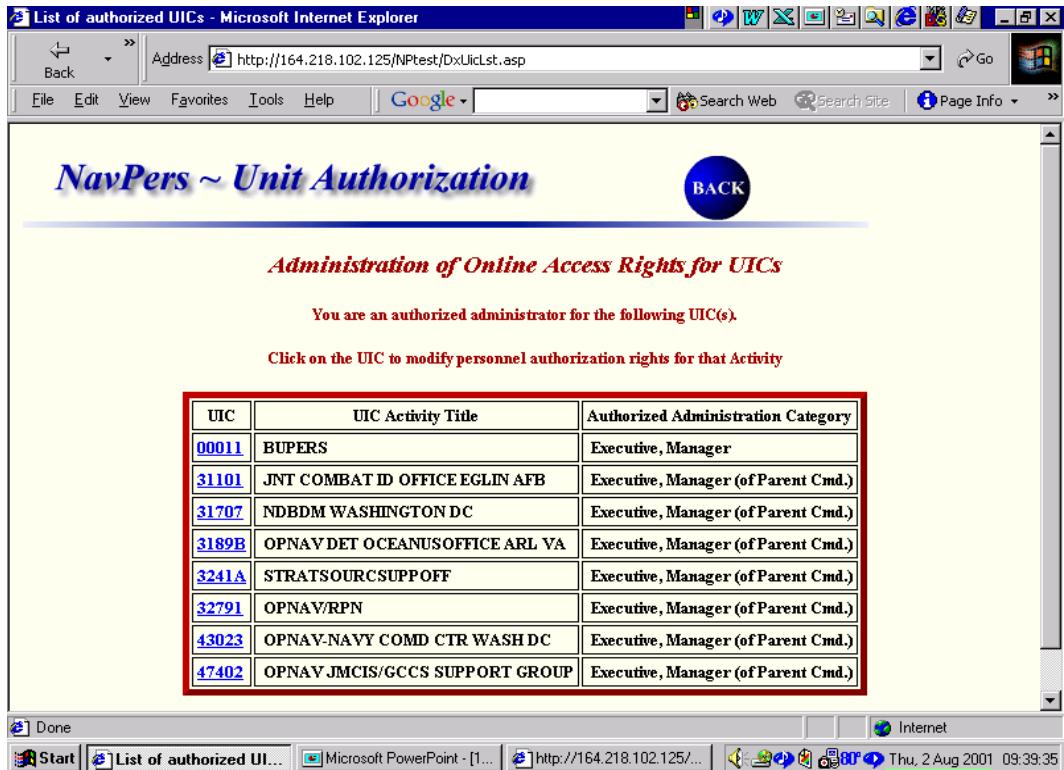
**Administration of Online Access Rights for UICs**

You are an authorized administrator for the following UIC(s).

Click on the UIC to modify personnel authorization rights for that Activity

UIC	UIC Activity Title	Authorized Administration Category
45997	CHNAVPERS SUPPORT WASH DC	Authorized Navy Mailbox Admin via DMRS TAC
XXXXX		Authorized Navy Mailbox Admin via DMRS TAC

# ITEMPO Online System - Administration



UIC	UIC Activity Title	Authorized Administration Category
00011	BUPERS	Executive, Manager
31101	JNT COMBAT ID OFFICE EGLIN AFB	Executive, Manager (of Parent Cmd.)
31707	NDBDM WASHINGTON DC	Executive, Manager (of Parent Cmd.)
3189B	OPNAV DET OCEANUS OFFICE ARL VA	Executive, Manager (of Parent Cmd.)
3241A	STRAT SOURCESUPPOFF	Executive, Manager (of Parent Cmd.)
32791	OPNAV/RPN	Executive, Manager (of Parent Cmd.)
43023	OPNAV-NAVY COMD CTR WASH DC	Executive, Manager (of Parent Cmd.)
47402	OPNAV JMCIS/GCCS SUPPORT GROUP	Executive, Manager (of Parent Cmd.)

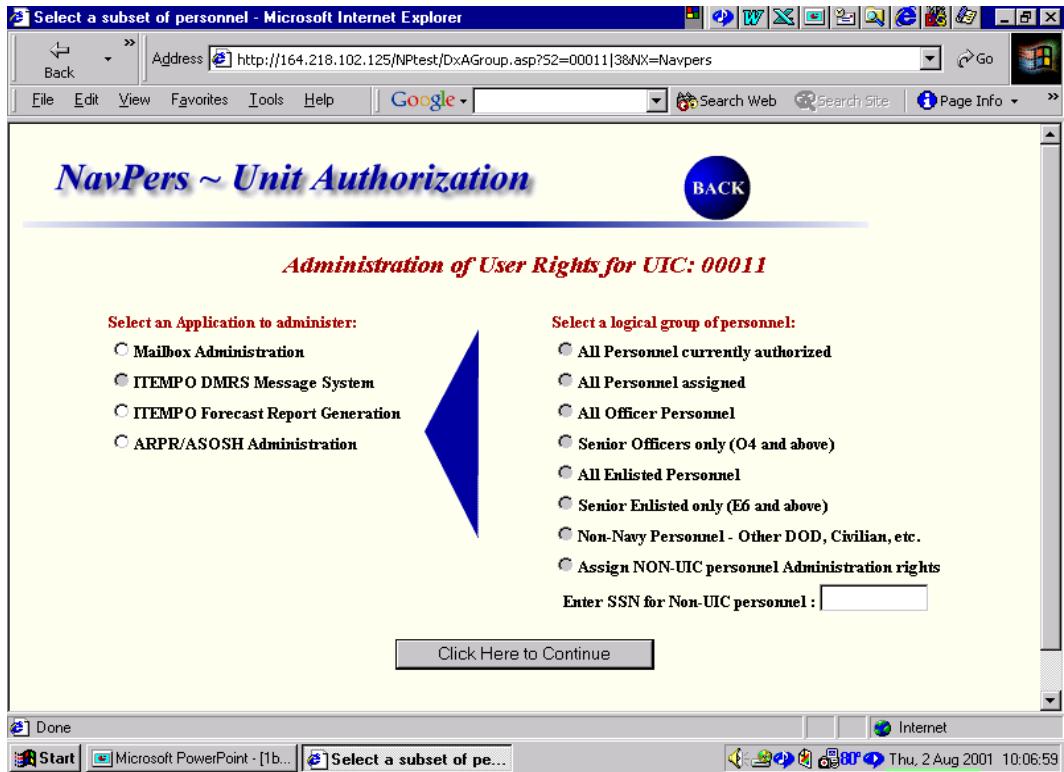
- Click on the UIC for which you wish to administer rights.
- All UIC administrators have the same rights regardless of the category under which the rights were granted.
- The following screen will show which applications the owner can administer.

# ITEMPO Online System - Administration



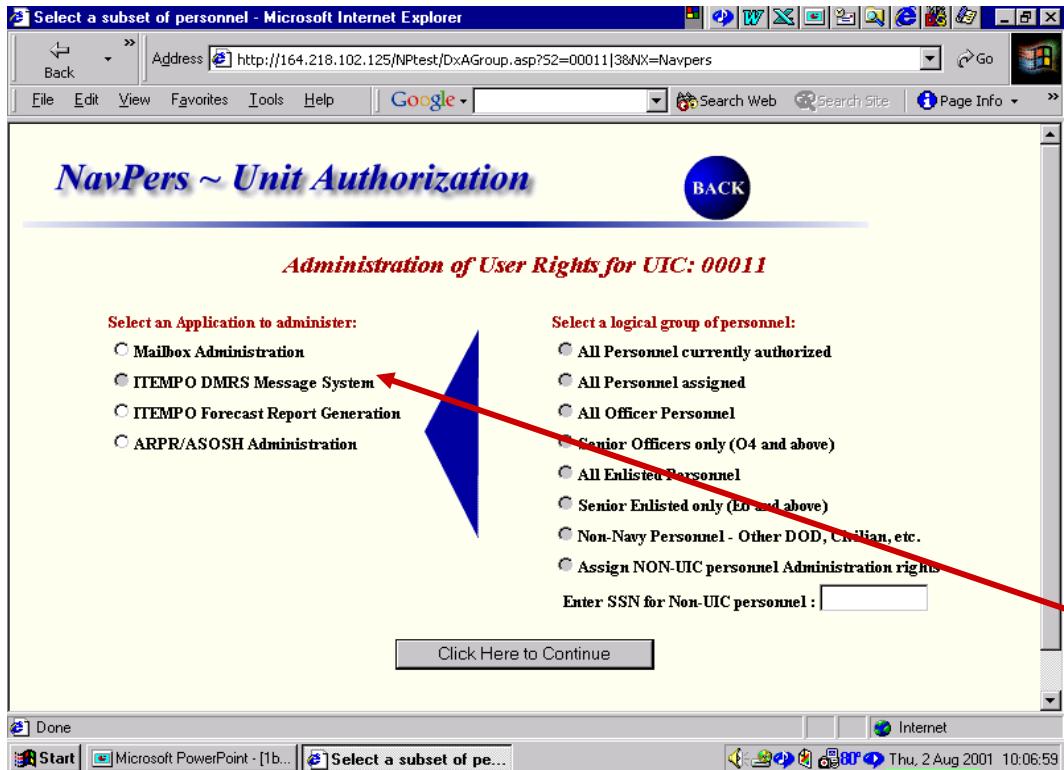
- UIC 00011 was selected.
- Currently there are four applications which have administration rights requirements:
  - Mailbox Administration
  - ITEMPO DMRS Message System (Online System)
  - ITEMPO Forecast Report Generation
  - ARPR/ASOSH Administration

# ITEMPO Online System - Administration



- This guide is focused on **ITEMPO DMRS Message (Online) System Administration.**
- If you have administration authorization for this application, the radio button will be white.
- If the radio button is gray, you do not have administration authorization rights.
- You can be granted rights either by an authorized administrator (WEB) or by a DMRS PANV transaction.

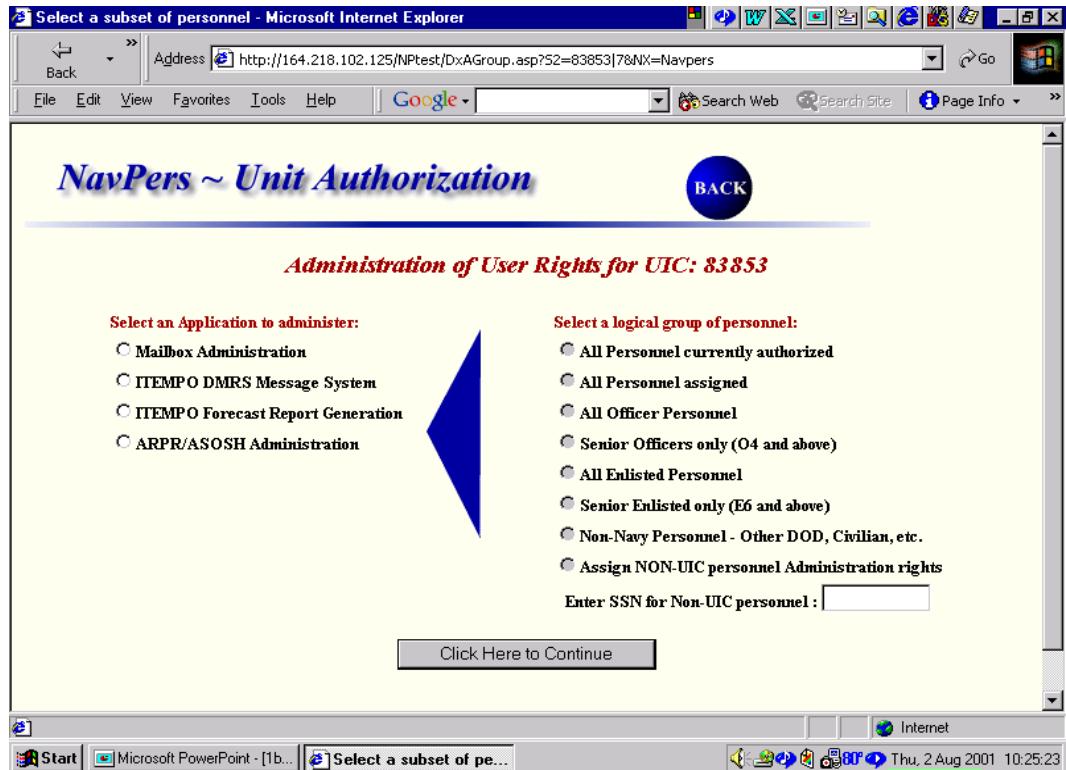
# ITEMPO Online System - Administration



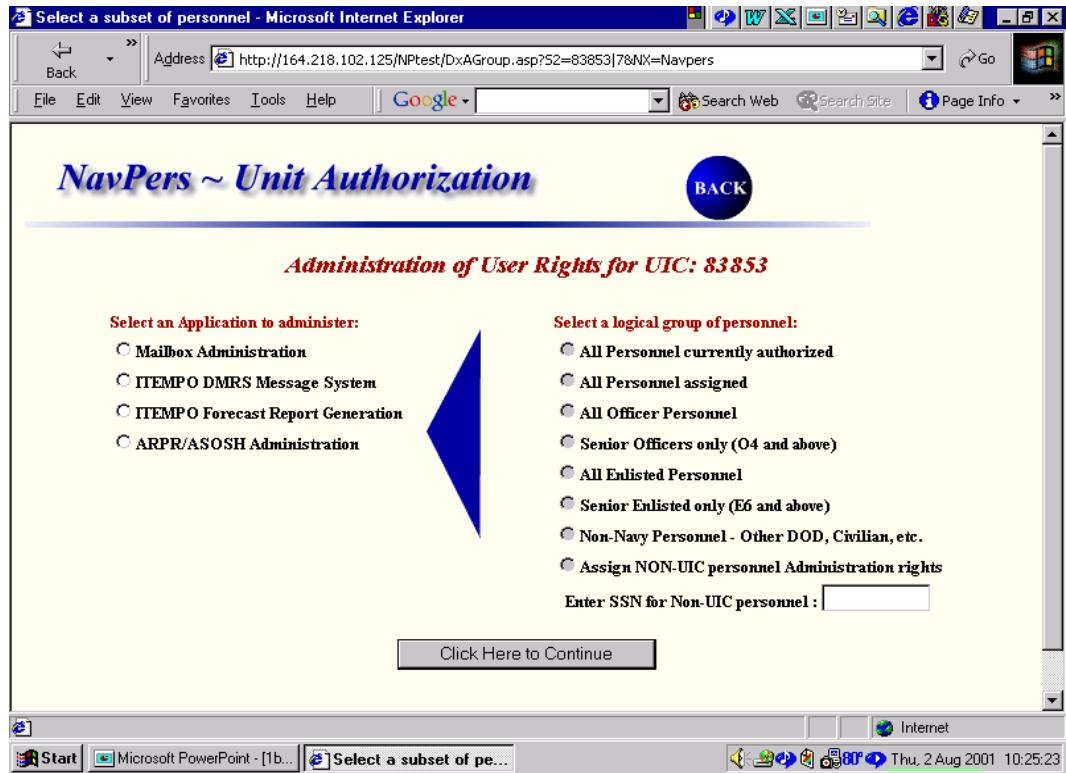
- This administrator is authorized for:
  - Mailbox Administration
  - ITEMPO Forecast Report Generation
  - ARPR/ASOSH Administration
- This administrator is not authorized for:
  - ITEMPO DMRS Message (Online) System - the radio button is 'greyed out'.

# ITEMPO Online System - Administration

- This administrator is authorized for all four applications (all radio buttons are in white).

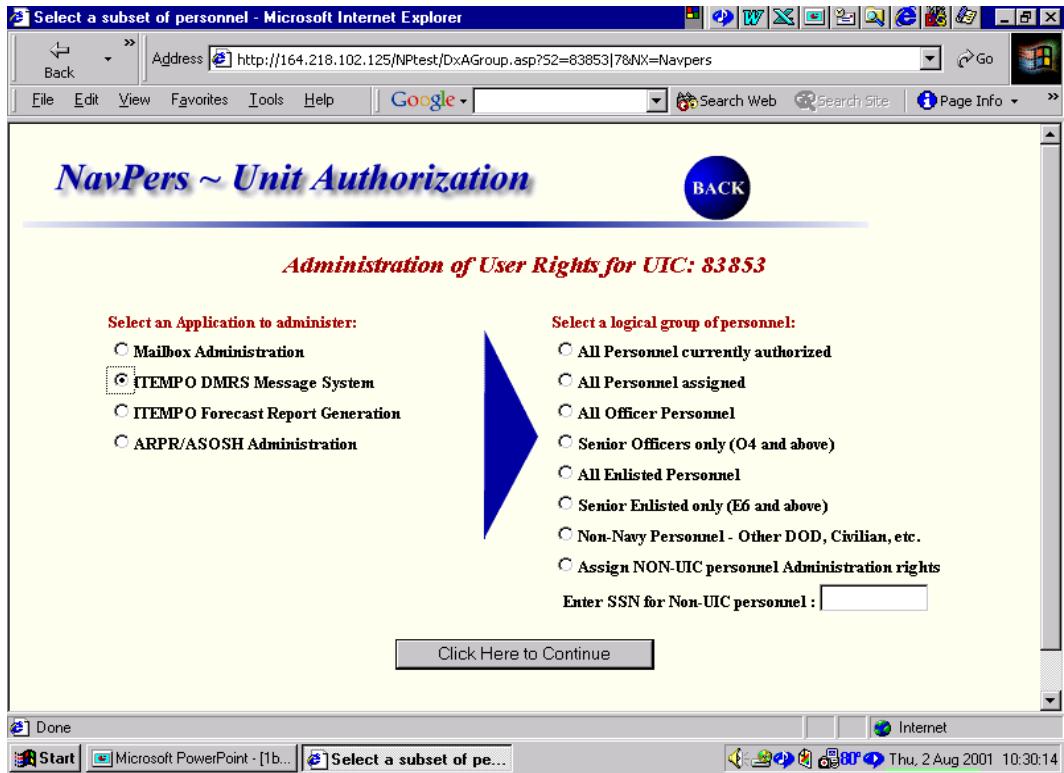


# ITEMPO Online System - Administration



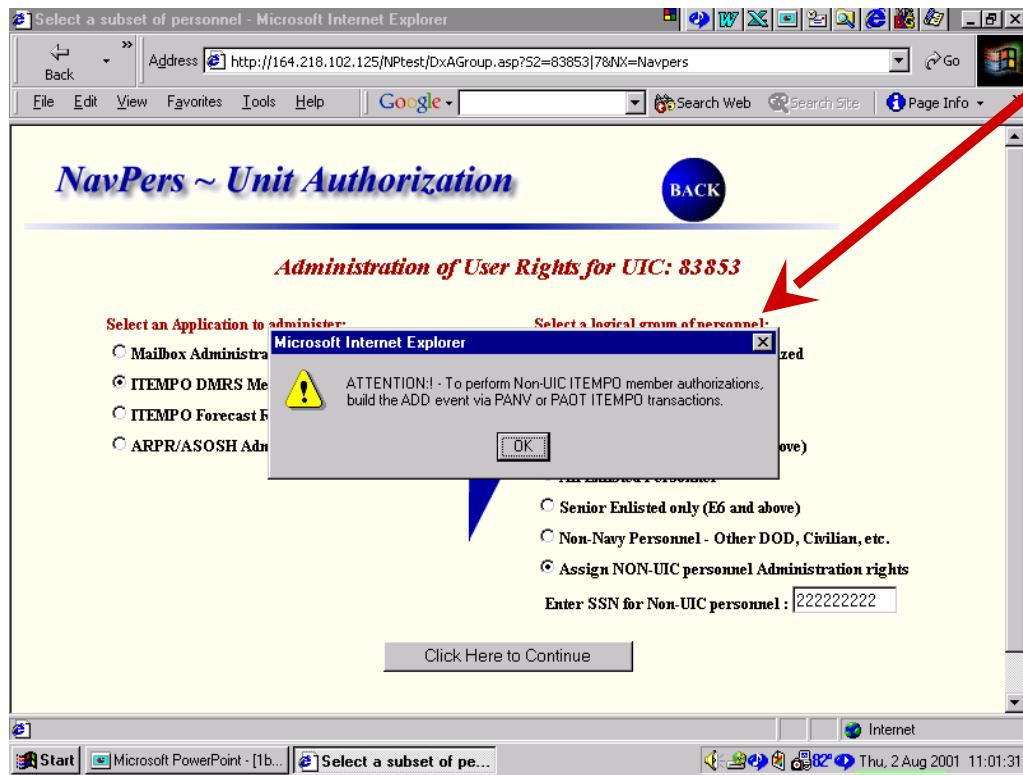
- In order to authorize an individual access to the Online System system, select the radio button for **ITEMPO DMRS Message System**.

# ITEMPO Online System - Administration



- The blue arrow will automatically point to the right and the radio buttons on the right side of the screen will change from gray to white.
- Select the group of individuals from this UIC that you wish to grant administration / viewer rights.

# ITEMPO Online System - Administration



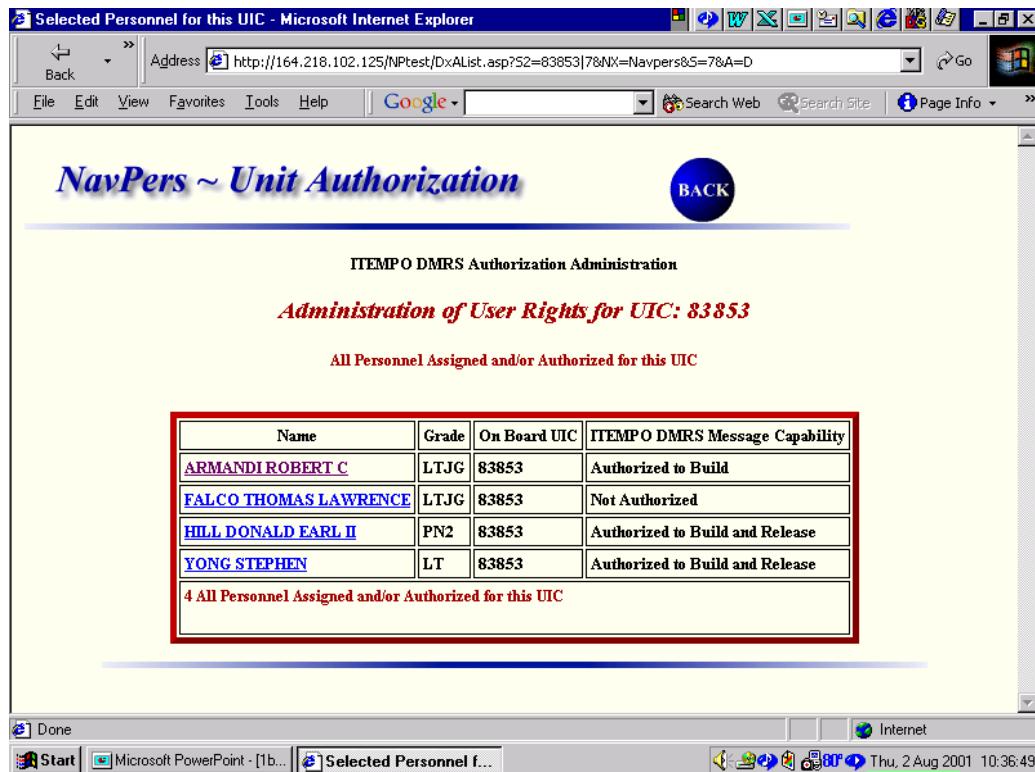
- Do not select **Assign NON-UIC personnel Admin rights** as this option is not valid for the DMRS Online application. If you do, this message will be displayed.
- Both DMRS Online (Online System) and regular DMRS have the capability to add users onboard other UICs through PANV (NAVY USERS) and PAOT (NON-NAVY USERS) transactions.
- It would be counter-productive and less traceable to allow the equivalent process here.

# ITEMPO Online System - Administration



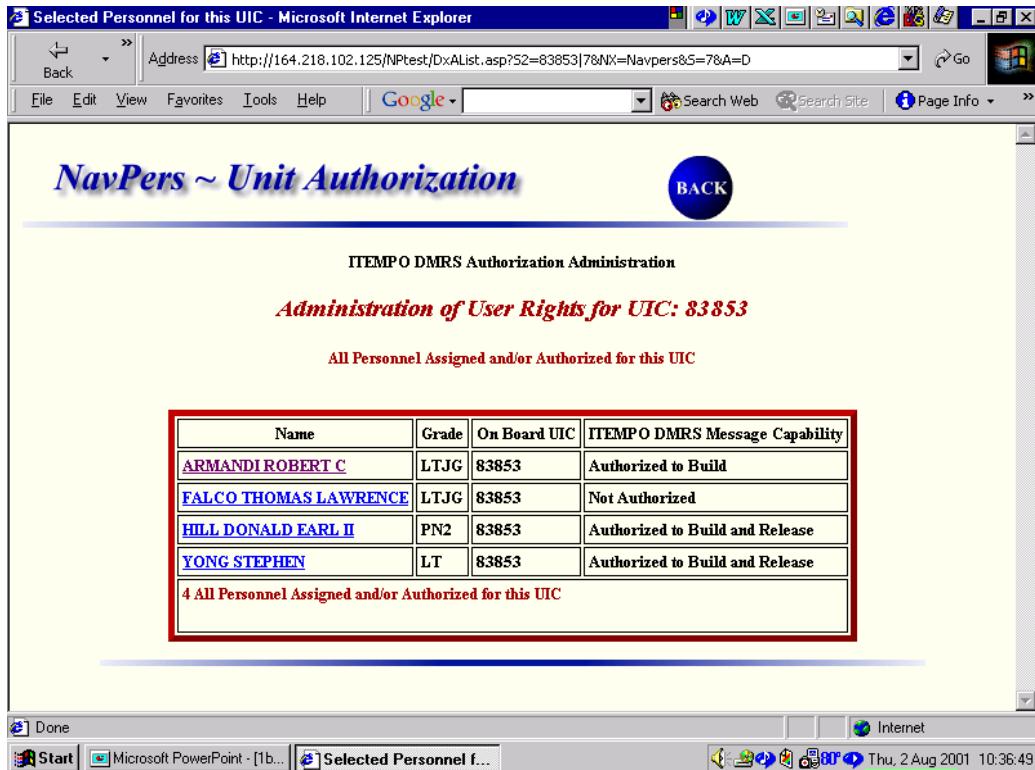
- Select the group of users you wish to administer and
- Click on the '**Click Here to Continue**' button.

# ITEMPO Online System - Administration



- Selecting **All Personnel Assigned** displays a list of all personnel in the BOL personnel master file with an ONBOARD UIC of the UIC selected or with ownership rights for the UIC selected.
- The fields displayed are NAME; GRADE; Onboard UIC; and ITEMPO DMRS Message Capability.

# ITEMPO Online System - Administration



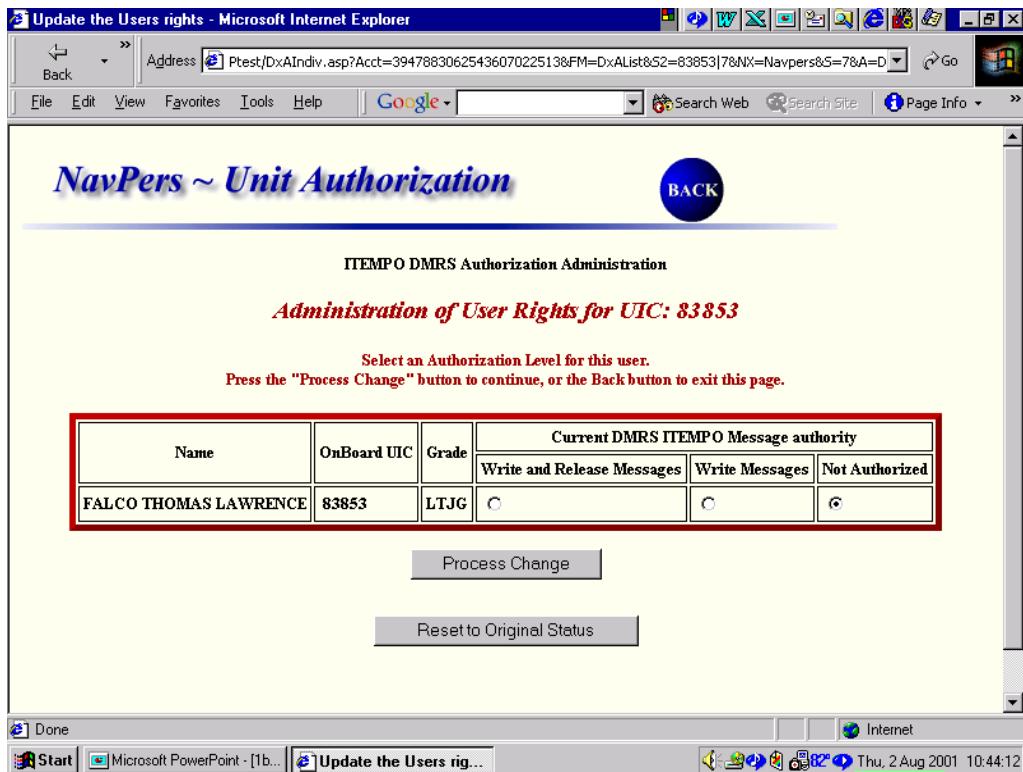
The screenshot shows a Microsoft Internet Explorer window displaying the 'ITEMPO DMRS Authorization Administration' page. The title bar reads 'Selected Personnel for this UIC - Microsoft Internet Explorer'. The address bar shows the URL: 'http://164.218.102.125/NPtest/DxAList.asp?S2=83853|78&NX=Navpers&S=78=A=D'. The page content is titled 'NavPers ~ Unit Authorization' and 'ITEMPO DMRS Authorization Administration'. It displays a table of personnel with their names, grades, UICs, and message capabilities. The table is as follows:

Name	Grade	On Board UIC	ITEMPO DMRS Message Capability
ARMANDI ROBERT C	LTJG	83853	Authorized to Build
FALCO THOMAS LAWRENCE	LTJG	83853	Not Authorized
HILL DONALD EARL II	PN2	83853	Authorized to Build and Release
YONG STEPHEN	LT	83853	Authorized to Build and Release

Below the table, a message states '4 All Personnel Assigned and/or Authorized for this UIC'.

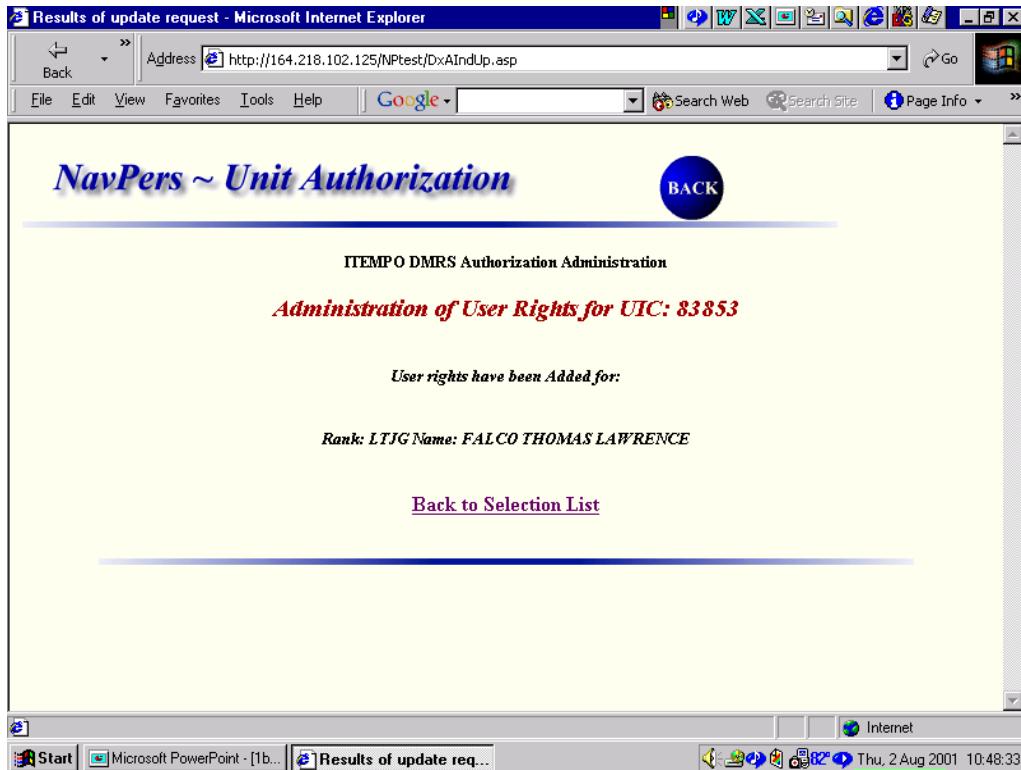
- The possible DMRS Message Capabilities are: Not Authorized; Authorized to Build; or Authorized to Build and Release.
- UIC owners/ administrators MUST exercise the same precautions in granting access to release online as they exercise in granting permission to release a naval message.

# ITEMPO Online System - Administration



- Select the individual for whom you wish to change the administration rights.
- Simply click on the appropriate radio button for **Not Authorized**; **Authorized to Build**; or **Authorized to Build and Release**.
- Then either click on **Process Change** or **Reset to Original Status**.

# ITEMPO Online System - Administration



- In this case the individual was changed from **Not Authorized**; to **Authorized** to **Build**.
- Click on the [Back to Select List](#) link to return to the personnel assigned / subset list for the UIC selected.

# ITEMPO Online System - Administration

Selected Personnel for this UIC - Microsoft Internet Explorer

Address: http://164.218.102.125/NPtest/DxAList.asp?S2=83853|7&NX=Navpers&S=7&A=D

File Edit View Favorites Tools Help | Google | Search Web | Search Site | Page Info |

**NavPers ~ Unit Authorization**

ITEMPO DMRS Authorization Administration

**Administration of User Rights for UIC: 83853**

All Personnel Assigned and/or Authorized for this UIC

Name	Grade	On Board UIC	ITEMPO DMRS Message Capability
ARMANDI ROBERT C	LTJG	83853	Authorized to Build
FALCO THOMAS LAWRENCE	LTJG	83853	Not Authorized
HILL DONALD EARL II	PN2	83853	Authorized to Build and Release
YONG STEPHEN	LT	83853	Authorized to Build and Release

4 All Personnel Assigned and/or Authorized for this UIC

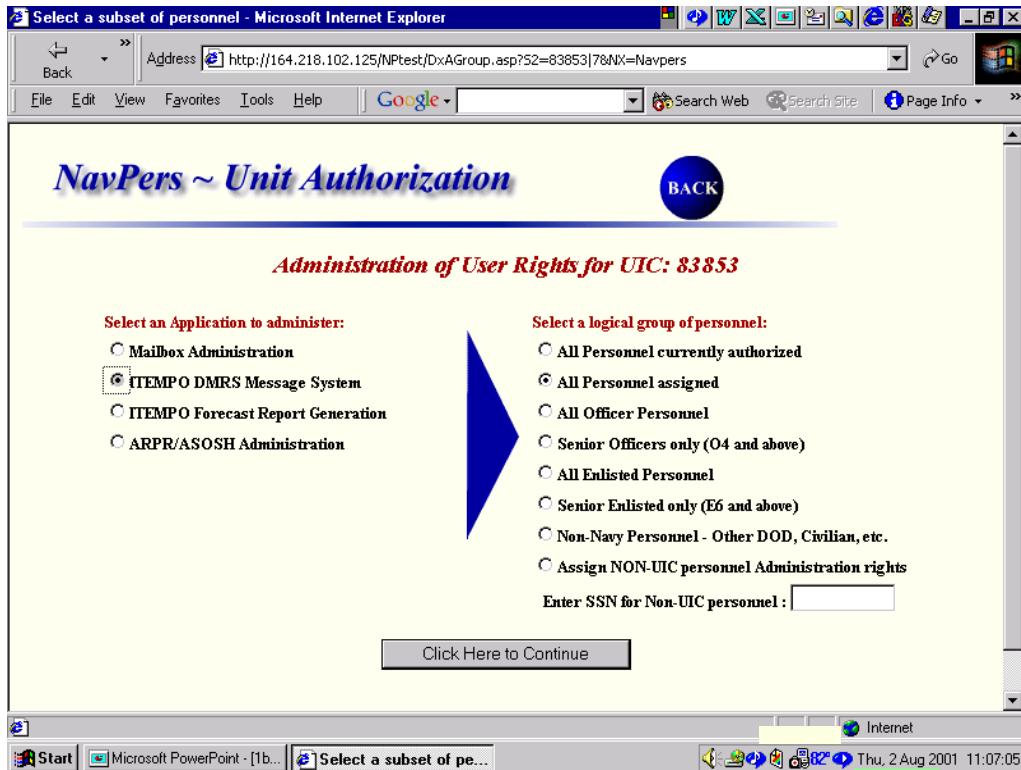
Done

Start Microsoft PowerPoint - 1b... Selected Personnel f... Internet

Thu, 2 Aug 2001 10:36:49

- From here either select another individual or click on the 'BACK' button to return to the **Administration of User Rights Screen** for this UIC.

# ITEMPO Online System - Administration



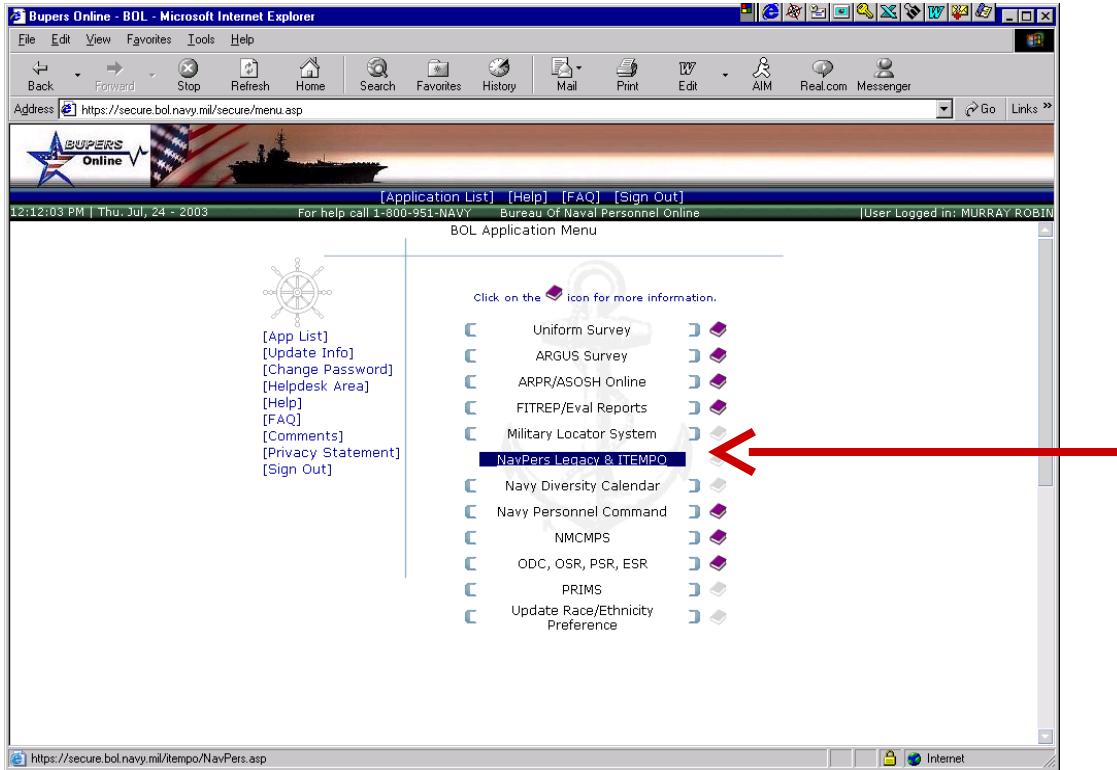
- From here either continue administering this UIC or click on the 'BACK' button to return to the UIC select list to administer a different one.



# ITEMPO Online System

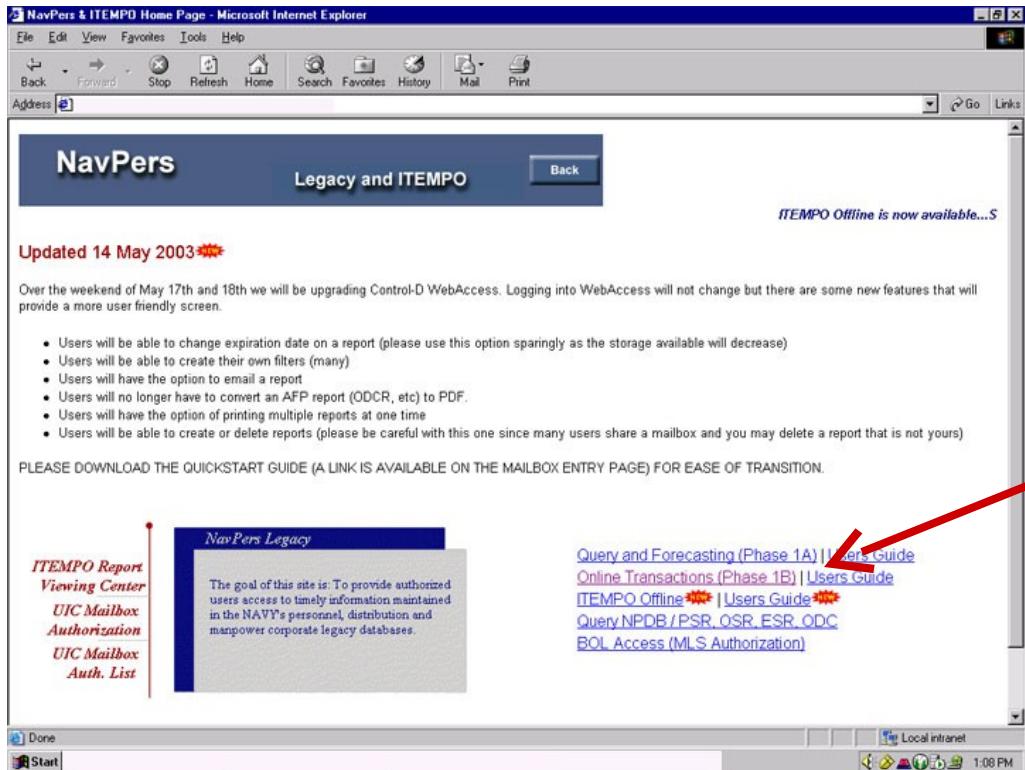
## Builder's Guide (Part 1)

# Builders - Entry



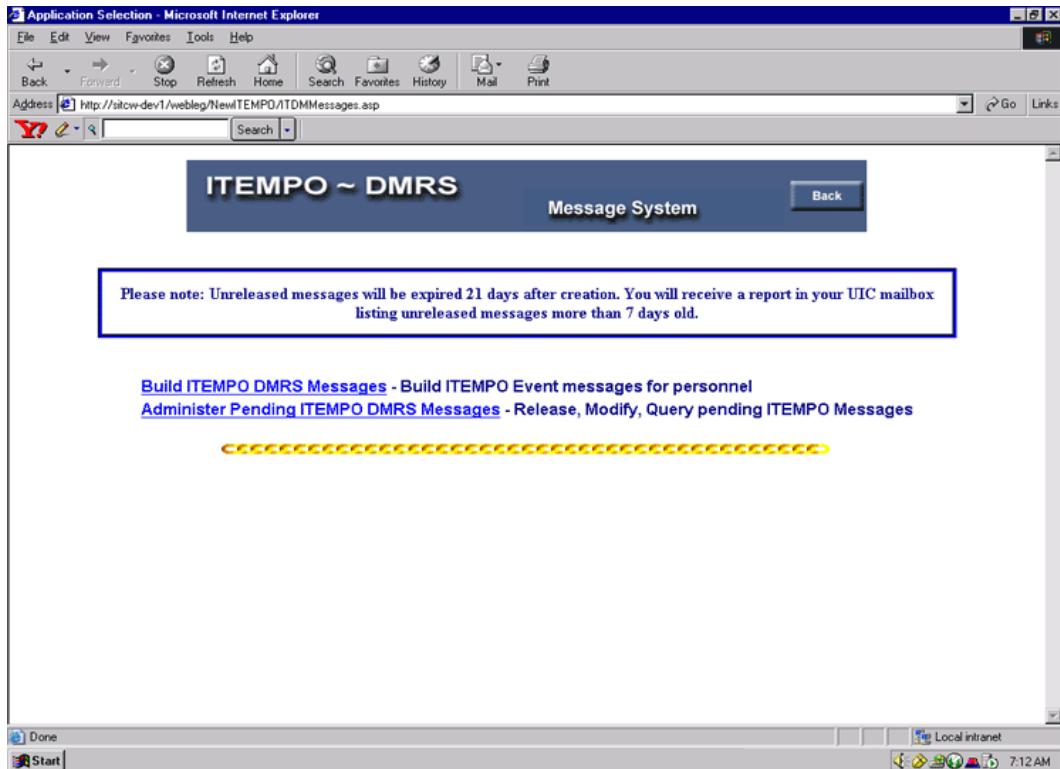
- This is the entry screen for the for ITEMPO Online System event builders.
- Access is through the normal production BOLWEB site ([www.bol.navy.mil](http://www.bol.navy.mil)).
- To begin, select the **NavPers Legacy & ITEMPO** option.

# Builders - Entry



- This is the ***NavPers Legacy and ITEMPO*** home page.
- Entry to the ITEMPO Online System online transaction event builder is achieved by clicking on the ITEMPO Online System link.

# Builders - Functions



- These are the two functional areas available in Online System -

## Build ITEMPO DMRS Messages

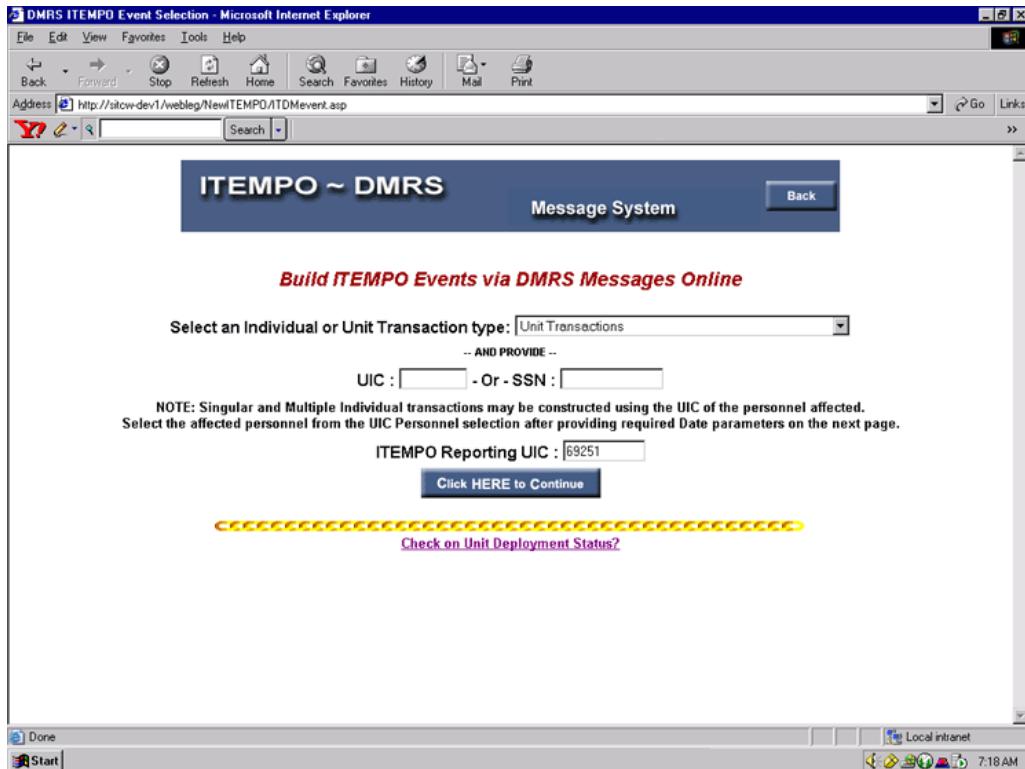
and

## Administer Pending ITEMPO DMRS Messages

- This section will deal with the former -

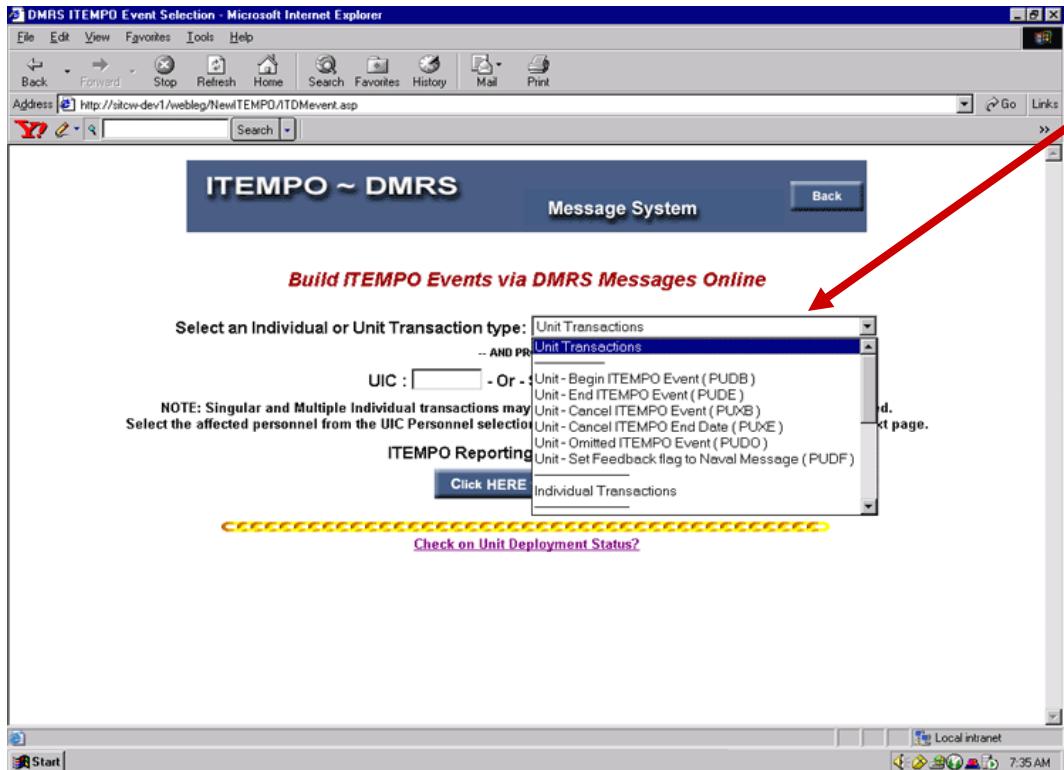
## Build ITEMPO DMRS Messages

# Builders - Overview



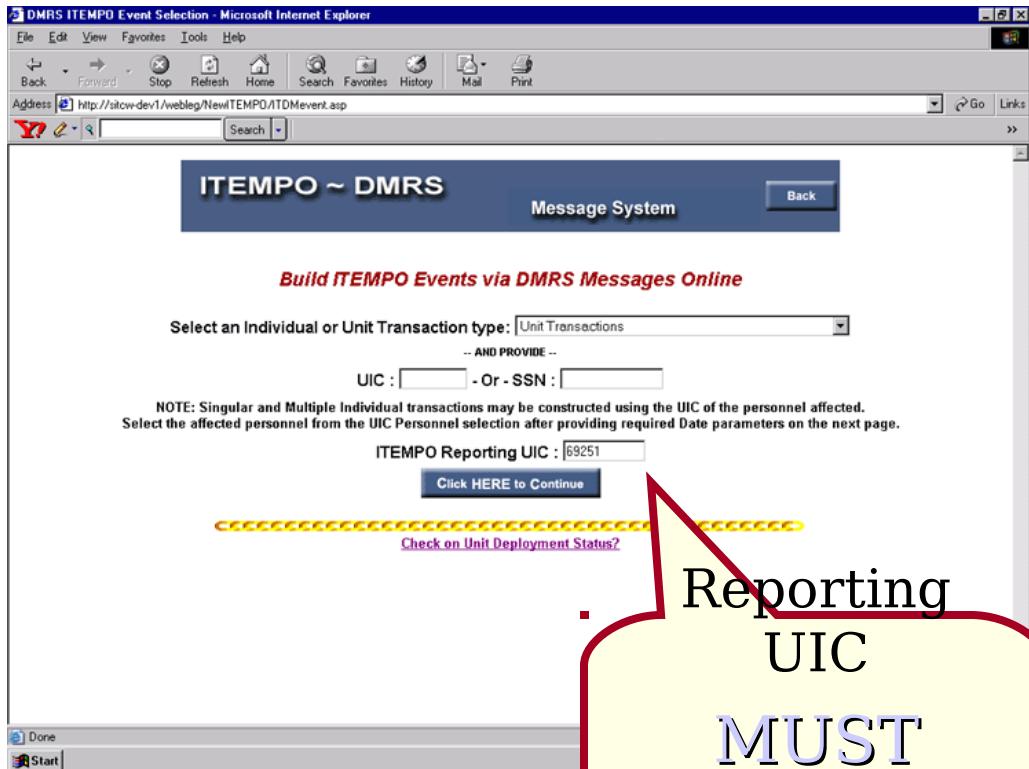
- The online screens are designed to closely parallel the DMRS message format and nomenclature so that users can utilize either input medium.

# Builders - Overview



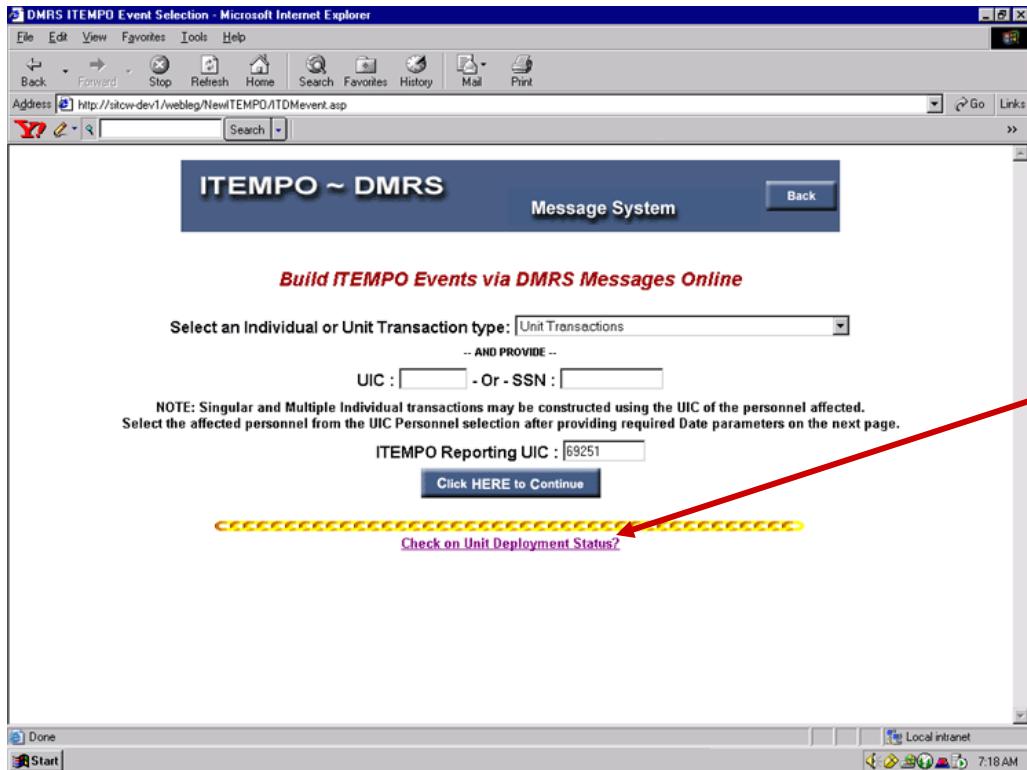
- Pull down menus are used to prevent keystroke errors.
- The builder's onboard UIC is inserted by default in the reporting UIC field.

# Builders - Overview



- NOTE: If the releaser of these events is in a different UIC than the builder of these events, you **MUST** change the Reporting UIC to match the onboard UIC of the releasing individual. This will ensure the events are sent to the proper queue for release.

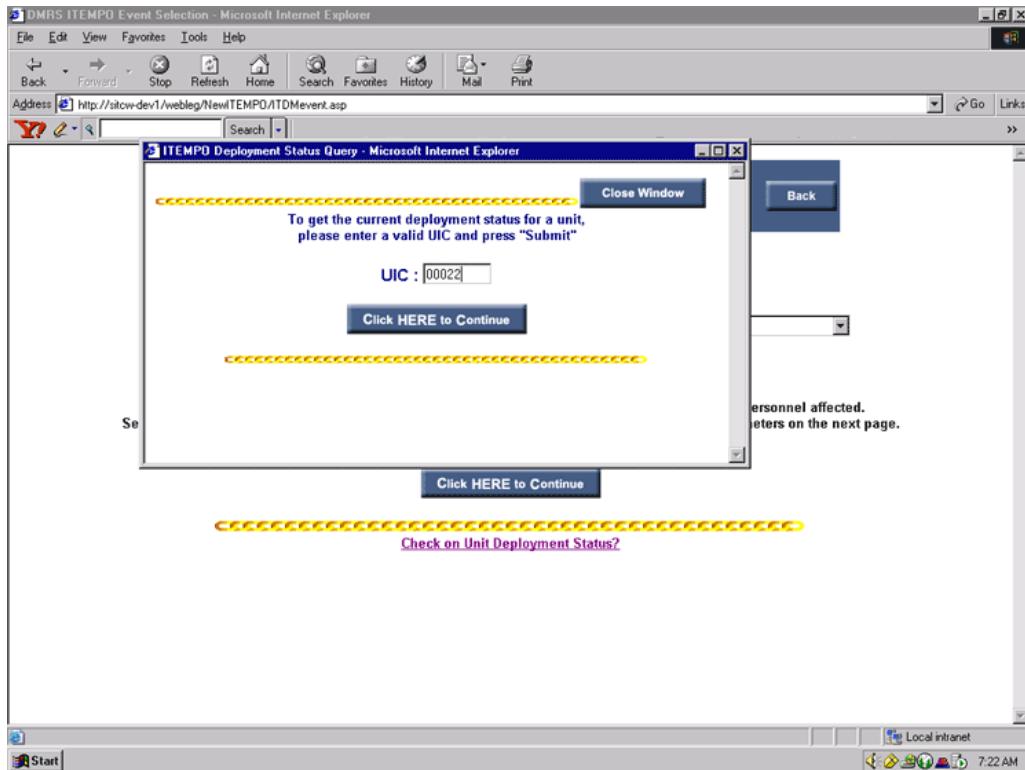
# Builders - Overview



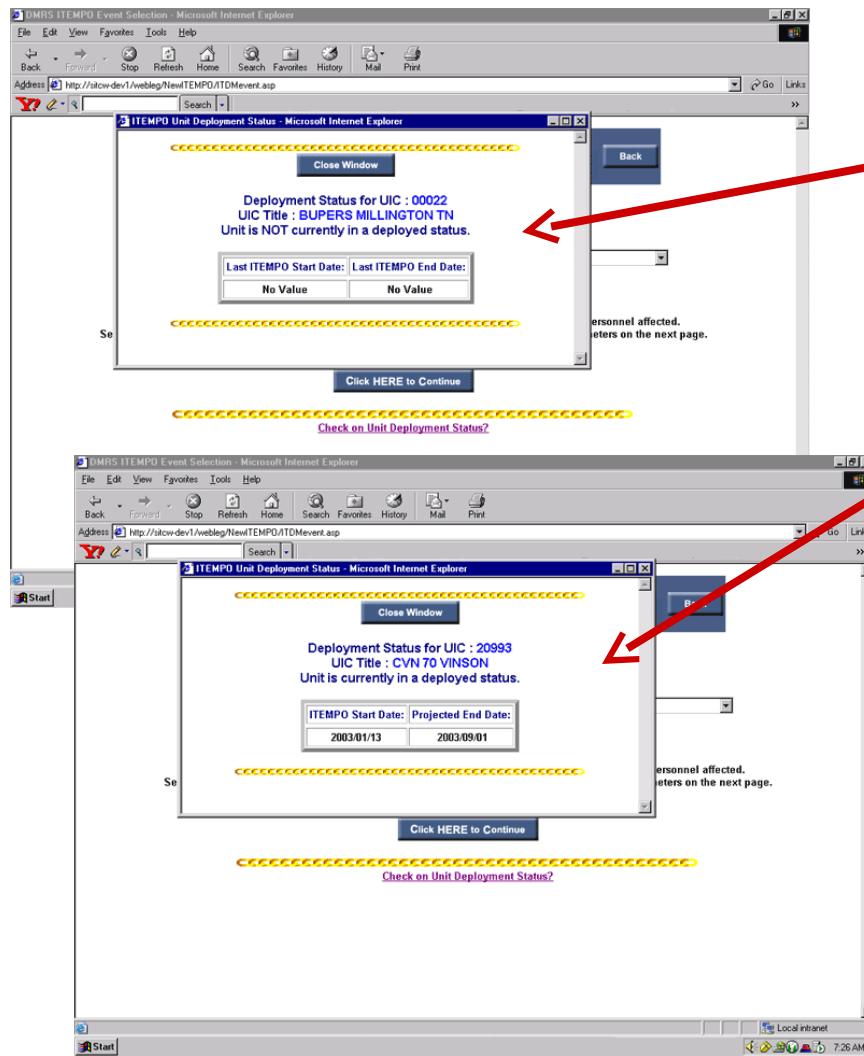
- Unit deployment information is updated nightly.
- To get the current deployment status for a unit, click on the [Check on Unit Deployment Status?](#) Link.

# Builders - Overview

- A pop-up window appears.
- Type in the unit to be queried. (The builders' onboard UIC is automatically defaulted).

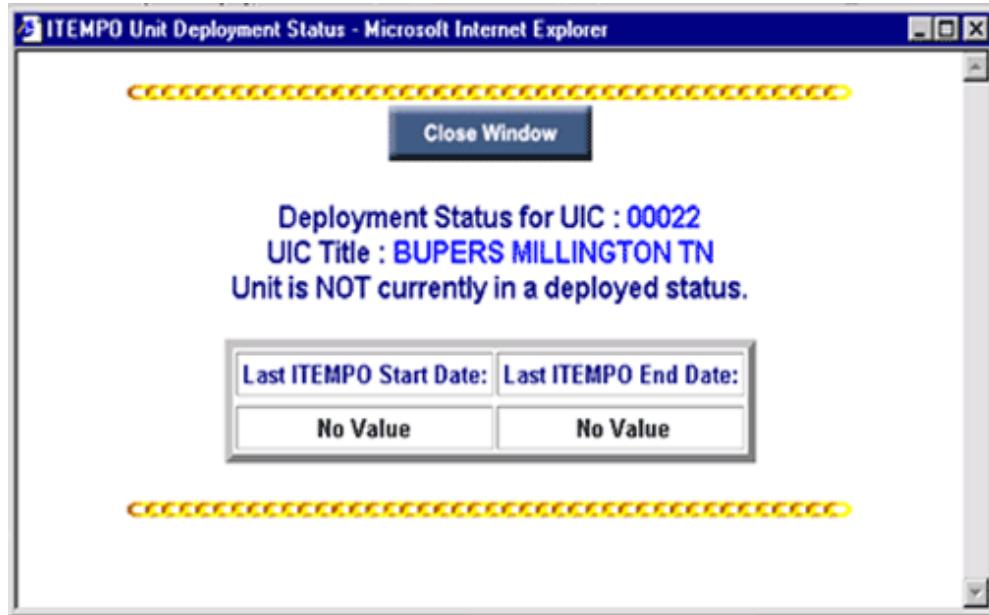


# Builders - Overview



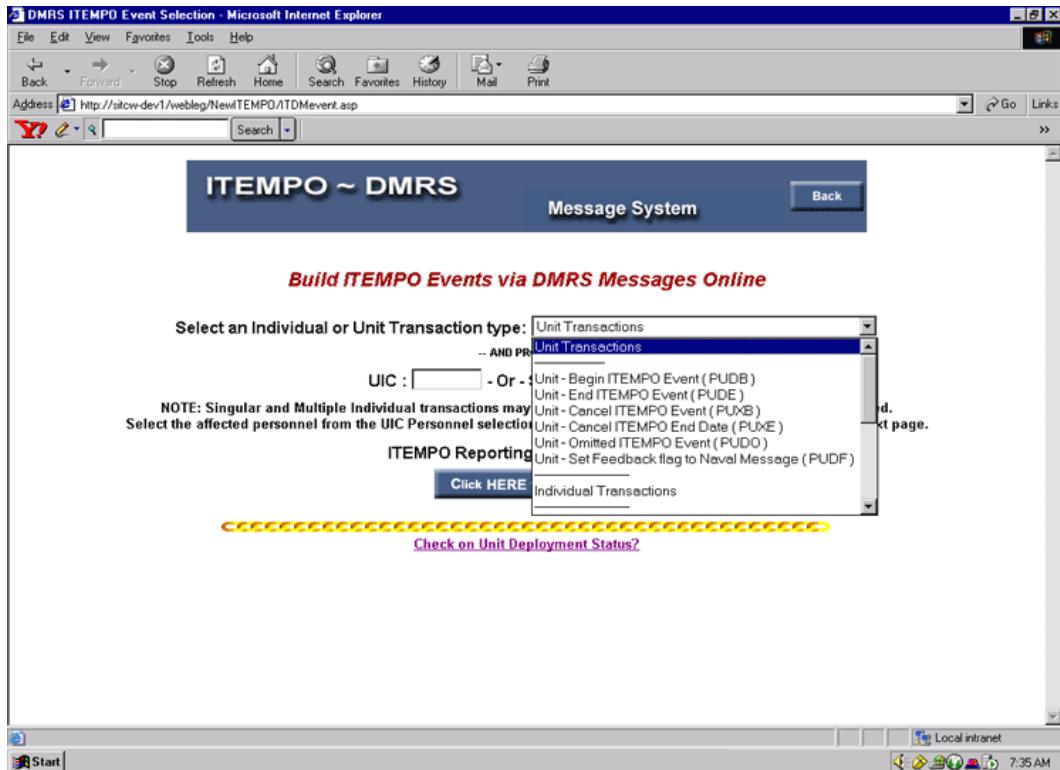
- Here's the onboard UIC - which is not currently deployed.
- To compare, this screen shows a different UIC - one in a deployed status.

# Builders - Overview



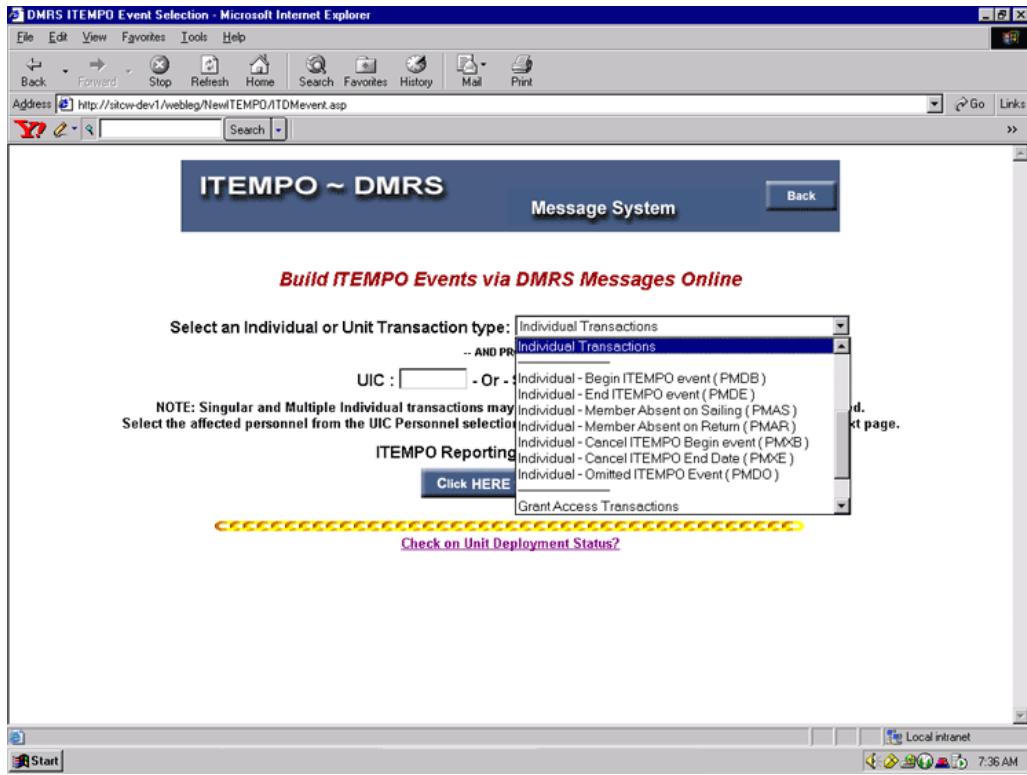
- The status is important because you will be **unable** to start a unit transaction if it shows already started but not yet ended here.
- You will be **unable** to create an end unit transactions if the Unit does not have an open (already started but not yet ended) event here.

# Builders - Overview



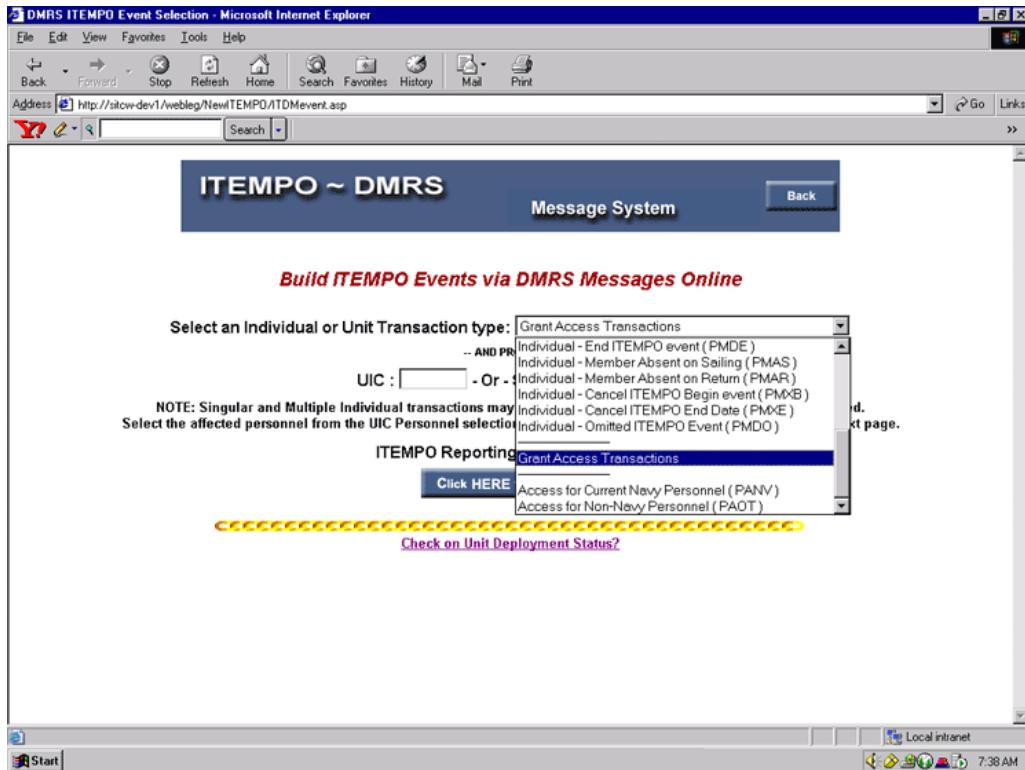
- Select the transaction type you would like to build within either the unit, individual or access transactions sections.
- This is the header for the **Unit Transactions**. You must select the exact transaction you desire here - not the heading.

# Builders - Overview



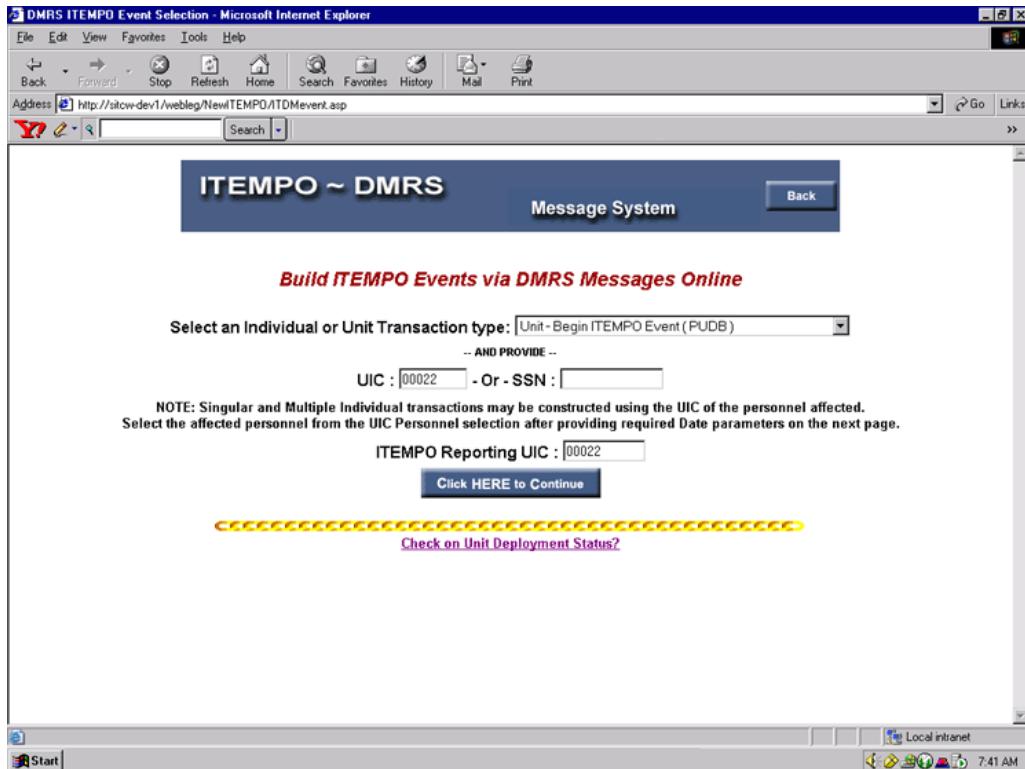
- Select the transaction type you would like to build within either the unit, individual or access transactions sections.
- This is the header for the **Individual Transactions**. You must select the exact transaction you desire here - not the heading.

# Builders - Overview



- Select the transaction type you would like to build within either the unit, individual or access transactions sections.
- This is the header for the **Access** transactions. You must select the exact transaction you desire here - not the heading.

# Builders - PUDB



- This is an example of a Begin Unit Deployment transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PUDB

DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://itlow-dev1/webleg/NewITEMPO/TDMdates.asp

ITEMPO ~ DMRS Message System Cancel

[ Unit Level Event ]

PUBDB - Begin ITEMPO Event For UIC : 45997

Reporting UIC : 69251

Enter ITEMPO Start Date: Enter Projected End Date:

Year: 2003 Month: 01 Day: 01 Year: 0000 Month: 00 Day: 00

Were there individuals Absent On Sailing?  Yes  No  
(If Yes, select individuals from a Personnel list ordered by  Name  SSN)

ITEMPO Type is :  Deployed  Non-Deployed

ITEMPO Category : A- Operation

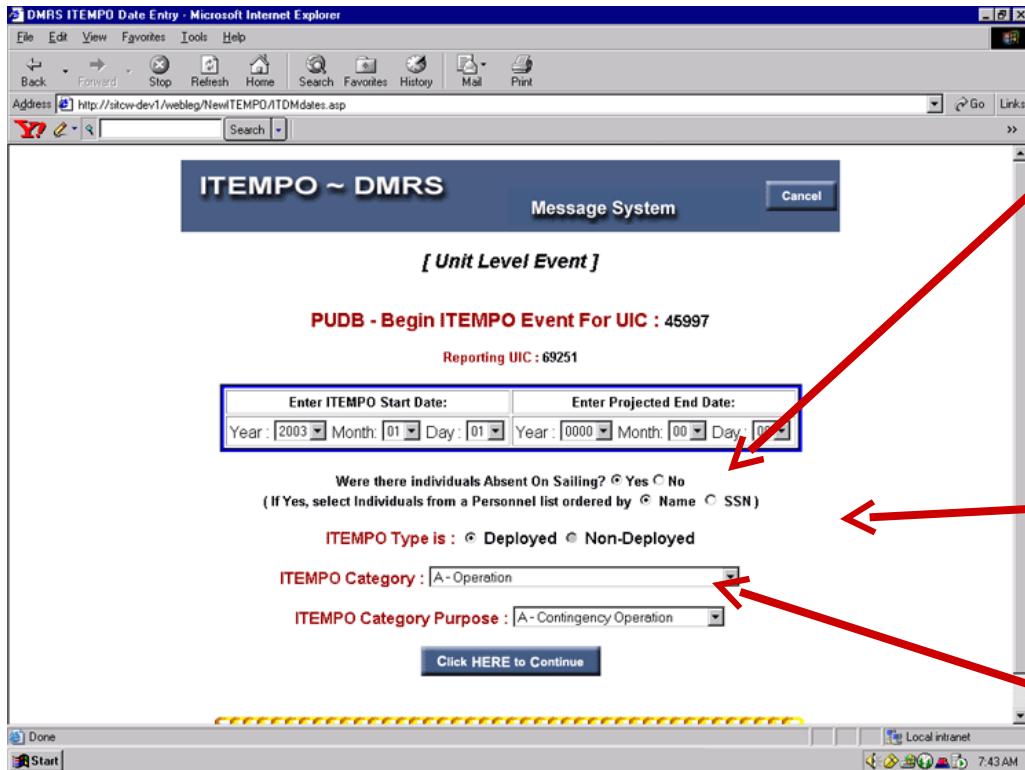
ITEMPO Category Purpose : A- Contingency Operation

Click HERE to Continue

Done Start Local intranet 7:43 AM

- This screen shows the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the start date and projected end date.
- The projected end date is not optional; however, for units concerned with the classification of releasing such data, all zeros may be used.

# Builders - PUDB



ITEMPO ~ DMRS

Message System

[ Unit Level Event ]

PUDB - Begin ITEMPO Event For UIC : 45997

Reporting UIC : 69251

Enter ITEMPO Start Date: Enter Projected End Date:

Year: 2003 Month: 01 Day: 01 Year: 0000 Month: 00 Day: 00

Were there individuals Absent On Sailing?  Yes  No  
(If Yes, select Individuals from a Personnel list ordered by  Name  SSN)

ITEMPO Type is :  Deployed  Non-Deployed

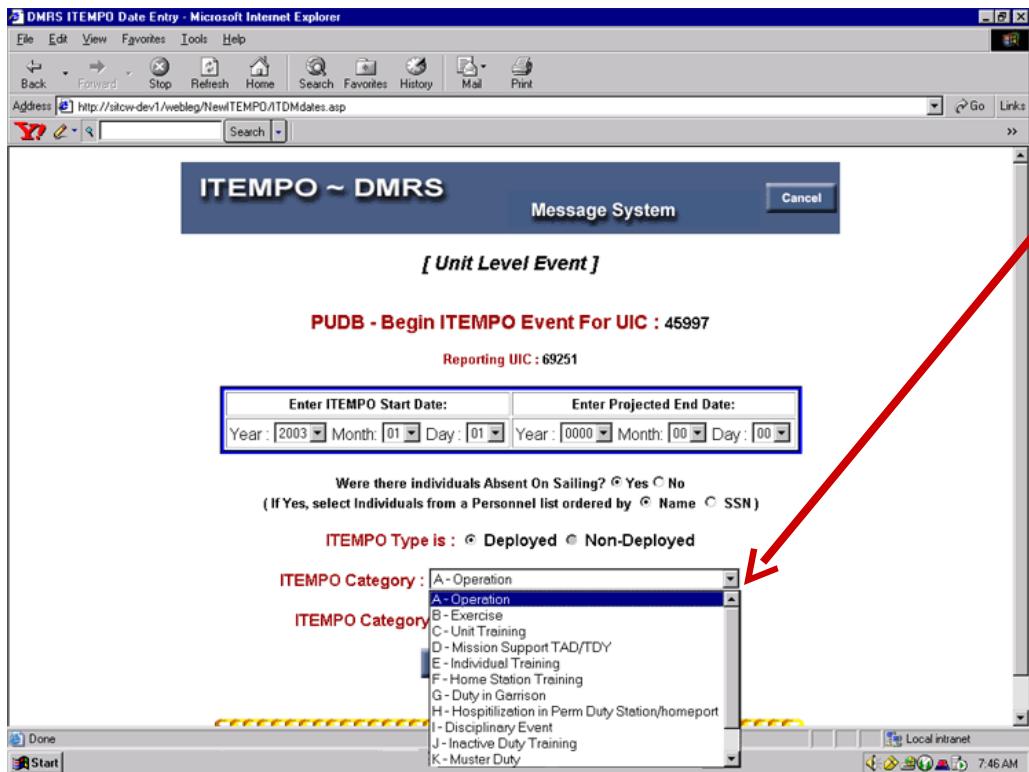
ITEMPO Category : A-Operation

ITEMPO Category Purpose : A-Contingency Operation

Click HERE to Continue

- Also, radio buttons are provided to select Absent on Sailing information (Yes or NO).
- If there were individuals Absent on Sailing, a radio button is provided to display the UIC personnel list by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.

# Builders - PUDB - Categories



- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes. The following slides show the valid purposes/categories and their corresponding definitions.

# Builders - PUDB - Categories

<b>Code</b>	<b>Category</b>	<b>Definition</b>
A	Operation	An Operation is defined as a military action or the carrying out of a strategic, tactical, service, training, or administrative military mission; providing support to domestic civil, humanitarian, or counter-drug military mission; the process of carrying on combat, including movement, supply, attack, defense and maneuvers needed to gain the objectives of any battle or campaign. Operations are generally named by the OJCS.
B	Exercise	Exercise is defined as support to a named military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. It may be a combined, joint, or single Service exercise, depending on participating organizations.
C	Unit training	Unit Training is defined as all or part of a unit accomplishing training objectives at a location other than the permanent duty location. Unit training includes exercises that have not received an official designation.
D	Mission support TAD/TDY	Mission Support TAD/TDY is defined as duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments.
E	Individual training	Individual Training TAD/TDY is institutional training conducted in a school or training center of a centralized, DoD or single service, training organization.
F	Home Station training	Home Station Training is training conducted within the limits of an installation/base. This area has been predetermined and is documented by appropriate authorities.
G	Duty in garrison	Duty performed at the permanent location that the member's unit occupies when not committed to an operation. NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT WATCHSTANDING AS AN ITEMPO DEPLOYMENT EVENT.

# Builders - PUDB - Categories

<b>Code</b>	<b>Category</b>	<b>Definition</b>
H	Hospitalization in area of Permanent Duty Station (PDS)/homeport	Hospitalization is the formal admission to a medical treatment facility. PDS is the homeport of a ship or of a ship-based staff to which member is assigned or attached for duty other than TDY is the PDS for (dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, and geographically-based station allowances.
I	Disciplinary event	Discipline is the confinement of Armed Forces members where they are restricted from performing normal duties.
J	Inactive duty training	Inactive Duty Training (IDT) is training performed under orders by a member of a Reserve Component not on active duty or active duty for training not performed at the permanent training site. IDT consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel. <u>NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT ANY IDT AS AN ITEMPO DEPLOYMENT EVENT.</u>
K	Muster duty	Muster Duty is the personnel status accounting of members attached to a Reserve command. <u>NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT MUSTER DUTY AS AN ITEMPO DEPLOYMENT EVENT.</u>
L	Funeral honors duty	Funeral Honors Duty is performed by Reserve Component members to <u>render military honors to deceased Armed Forces members.</u>
Z	Unknown	Any category that does not meet the definition of any other category noted above.

# Builders - PUDB - Purposes

The screenshot shows a Microsoft Internet Explorer window with the title 'DMRS ITEMPO Data Entry - Microsoft Internet Explorer'. The address bar shows the URL: <http://itlow-dev1/webleg/NewITEMPO/ITDMSdates.asp>. The main content area is titled 'ITEMPO ~ DMRS' and 'Message System'. It displays a message '[ Unit Level Event ]'. Below this, it says 'PUDB - Begin ITEMPO Event For UIC : 45997' and 'Reporting UIC : 69251'. There are input fields for 'Enter ITEMPO Start Date:' (Year: 2003, Month: 01, Day: 01) and 'Enter Projected End Date:' (Year: 2003, Month: 01, Day: 01). A dropdown menu is open, listing various ITEMPO purpose codes: A- Contingency Operation, B- National Emergency, C- War, D- Counter-drug Operation, E- Law Enforcement Operation, F- U.S. domestic civil operation, G- Humanitarian Operation, H- Peacekeeping Operation, I- Surveillance Operation, O- Forward Presence, P- Hospitalization, and A- Contingency Operation. The menu is labeled '(SSN)' and '(SSN)'. Below the dropdown, there are fields for 'ITEMPO Type is' (radio buttons for Deployment and Operation selected), 'ITEMPO Category' (radio buttons for Operation and Deployment selected), and 'ITEMPO Category Purpose' (radio buttons for Deployment and Operation selected). A button 'Click HERE to Continue' is at the bottom. The status bar at the bottom of the browser window shows 'Local intranet' and the time '7:48 AM'.

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.

# Builders - PUDB - Purposes

*ITEMPO Purpose Code (if ITEMPO Category = "A")*

<b>Code</b>	<b>Purpose</b>	<b>Definition</b>
A	Contingency operation	Contingency Operations are designated by the Secretary of Defense as operations in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force.
B	National Emergency	A National Emergency is a condition declared by the President or the Congress that authorizes certain emergency actions be undertaken in the national interest.
C	War	War is an armed conflict between the Armed Forces of two or more states or coalitions, involved in large-scale sustained combat operations to achieve national strategies/objectives or protect national interests. This would only apply to operations that have been declared "war" by the Congress of the United States
D	Counter-drug operation	A Counter Drug operation is a military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs.
E	Law enforcement operation	A Law Enforcement Operation supports law enforcement authorities to counter international criminal activities (terrorism, narcotics trafficking, slavery, and piracy), and to suppress domestic rebellion in foreign countries.
F	U. S. domestic civil operation	US Domestic Civil operations include those activities and measures taken by the Department of Defense to foster mutual assistance and support between the Department of Defense and any civil government agency in planning, preparing for, or applying resources for border patrol augmentation, and in response to the consequences of civil emergencies or attacks, including national security emergencies.

# Builders - PUDB - Purposes

- *ITEMPO Purpose Code (if ITEMPO*  
~~Category - 1A II)~~

Code	Purpose	Definition
G	Humanitarian operation	A Humanitarian operation is conducted to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human pain, disease, hunger, or privation that might present a serious threat to life or that can result in great damage to or loss of property. Assistance provided under these provisions can include: <ol style="list-style-type: none"><li>1. Medical, dental, and veterinary care provided in rural areas of a country;</li><li>2. Construction of rudimentary surface transportation systems;</li><li>3. Well drilling and construction of basic sanitation facilities;</li><li>4. Rudimentary construction and repair of public facilities.</li></ol>
H	Peacekeeping operation	A Peace Keeping operation is a military action, undertaken with the consent of all major disputing parties, designed to monitor and facilitate implementation of an agreement (such as a cease-fire or truce) and support diplomatic efforts to reach a long-term political settlement.
I	Surveillance operation	Surveillance is the systematic observation of aerospace, surface, or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means.
O	Forward presence	Forward Presence is the visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe, to contribute to the stability, continuity, and flexibility that protects US interests.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

# Builders - PUDB - Purposes

- *ITEMPO Purpose Code (if ITEMPO*

Code	Purpose	Definition
J	Joint or combined exercise	A Joint/Combined exercise is a military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. A joint exercise involves more than one US Armed Force. A combined exercise involves one or more US Armed Forces and one or more allies.
K	Service exercise	Service exercise is defined as a single Armed Force's military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of <u>training and evaluation</u> .
L	NATO exercise	A NATO Exercise is a combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for the accomplishment of a single mission.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

# Builders - PUDB - Purposes

- *ITEMPO Purpose Code (if ITEMPO)*

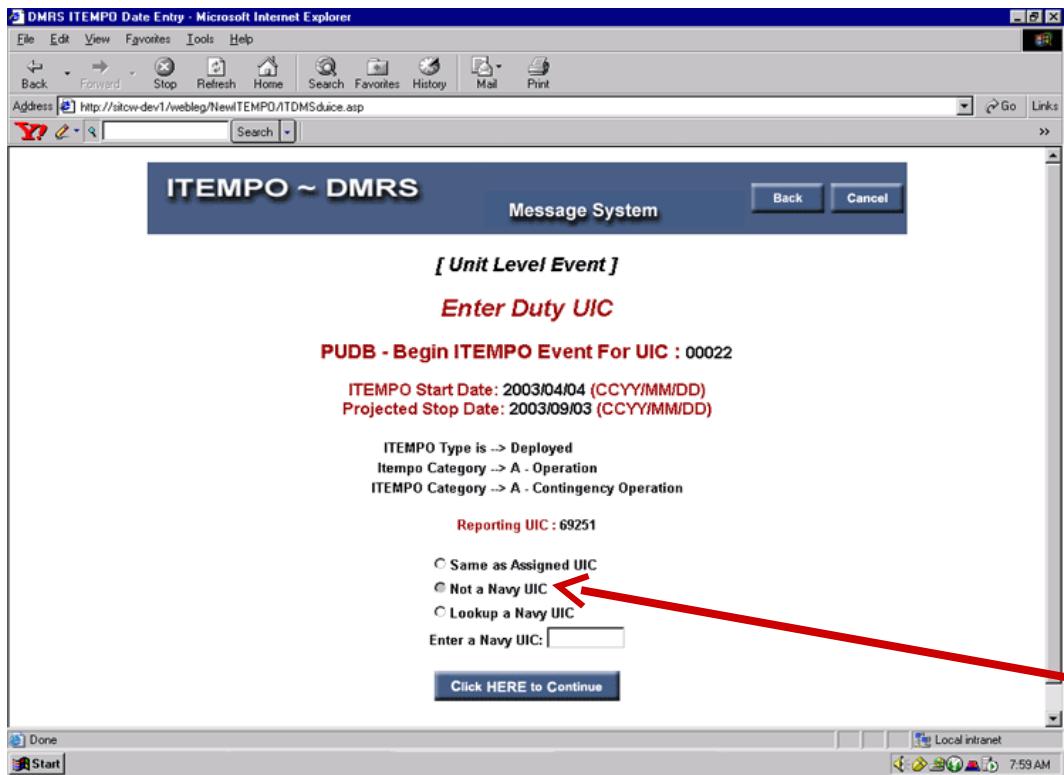
<u>Code</u>	<u>Purpose</u>	<u>Definition</u>
M	Unit training at a combined training center	Combined Training Center is the location where one or more Services conduct training to meet specific training requirements, test new methodologies, and receive independent training evaluations.
N	Unit training at a designated training area	The Designated Training Area is the location where training is conducted within the limits of an installation/base/local operating area of a ship or vessel. This area has been predetermined and is documented by appropriate authorities.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

# Builders - PUDB - Purposes

- *ITEMPO Purpose Code (if ITEMPO Category = All others, not "A", "B" or "C")*

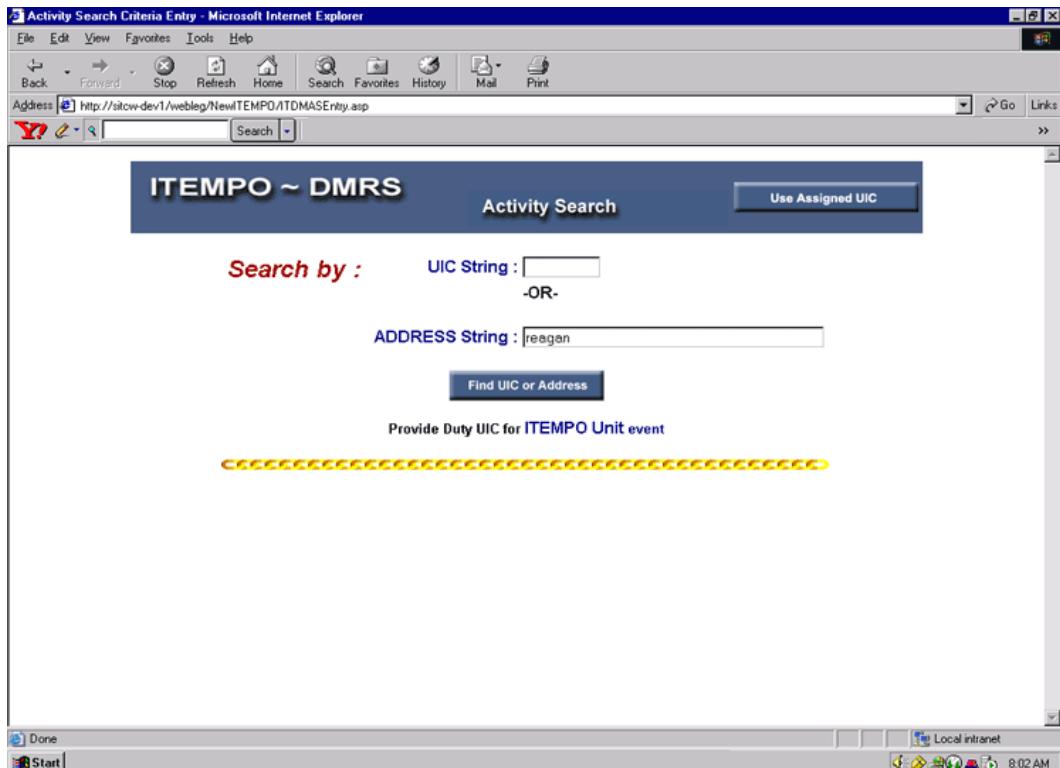
<b>Code</b>	<b>Purpose</b>	<b>Definition</b>
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

# Builders PUDB/Duty UIC



- Three options are available for entering Duty UIC:
  - Same as assigned UIC (unit UIC for unit events or member's Permanent Duty Station for individual events)
  - Lookup a Navy UIC
  - Enter a Navy UIC.
- Select the desired option and 'Click HERE to continue'
- A fourth option:
  - Not a Navy UIC is **not available for initial selection**. The "Lookup Navy UIC" option must be utilized first.

# Builders PUDB / Duty UIC Search

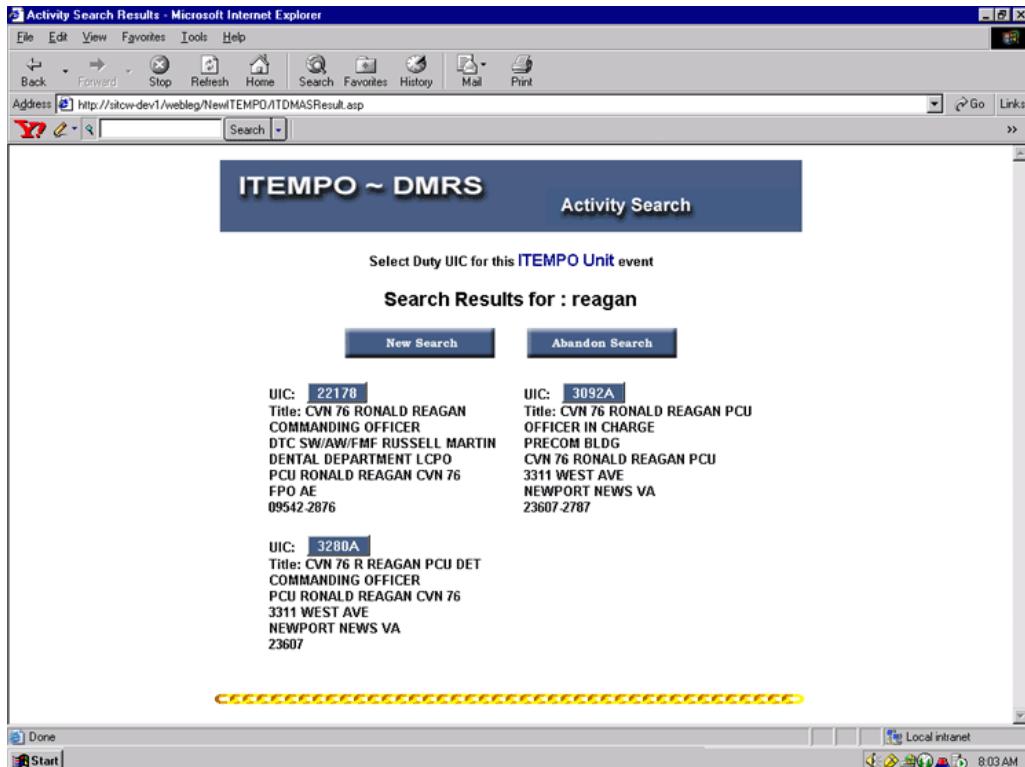


- If the UIC for the Duty UIC is not known, a search of **NAVY units** can be performed using the Activity Search by selecting the 'Lookup Navy UIC' option on the DUTY UIC selection page.
- Enter the address string to search in the 'ADDRESS string' box.

- NOTE: This search performs an EXACT match based on the text entered. If the desired unit is not found, try using LESS SPECIFIC search criteria

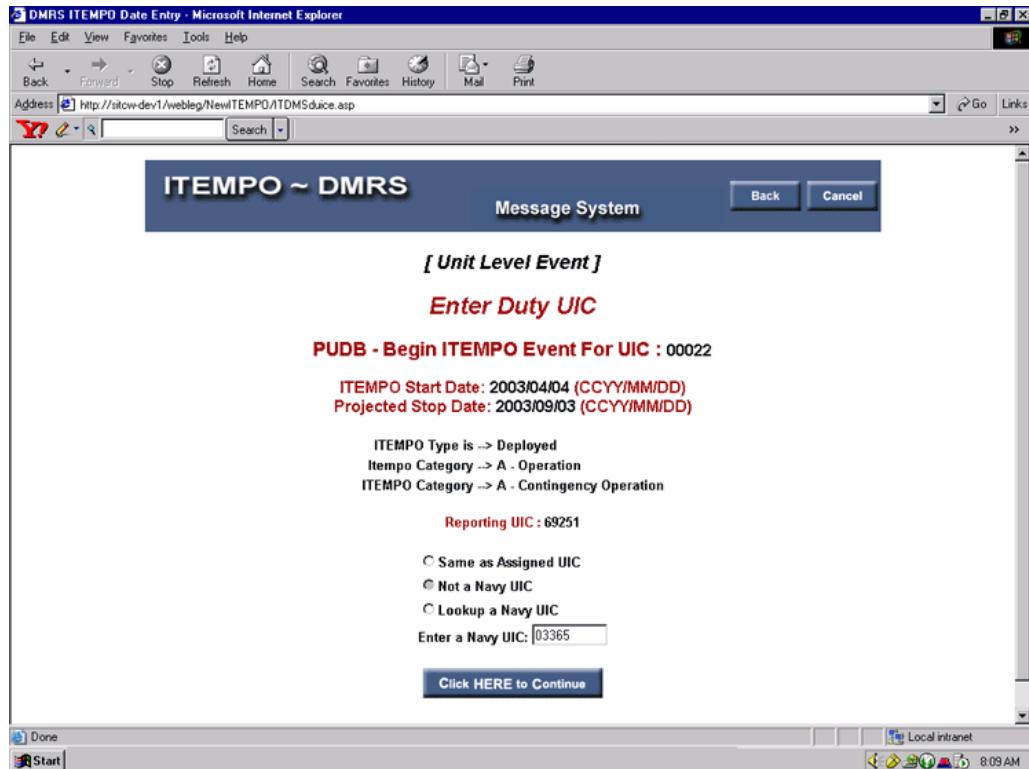
22 March 2004 53 v.1.2

# Builders PUDB / Duty UIC Search



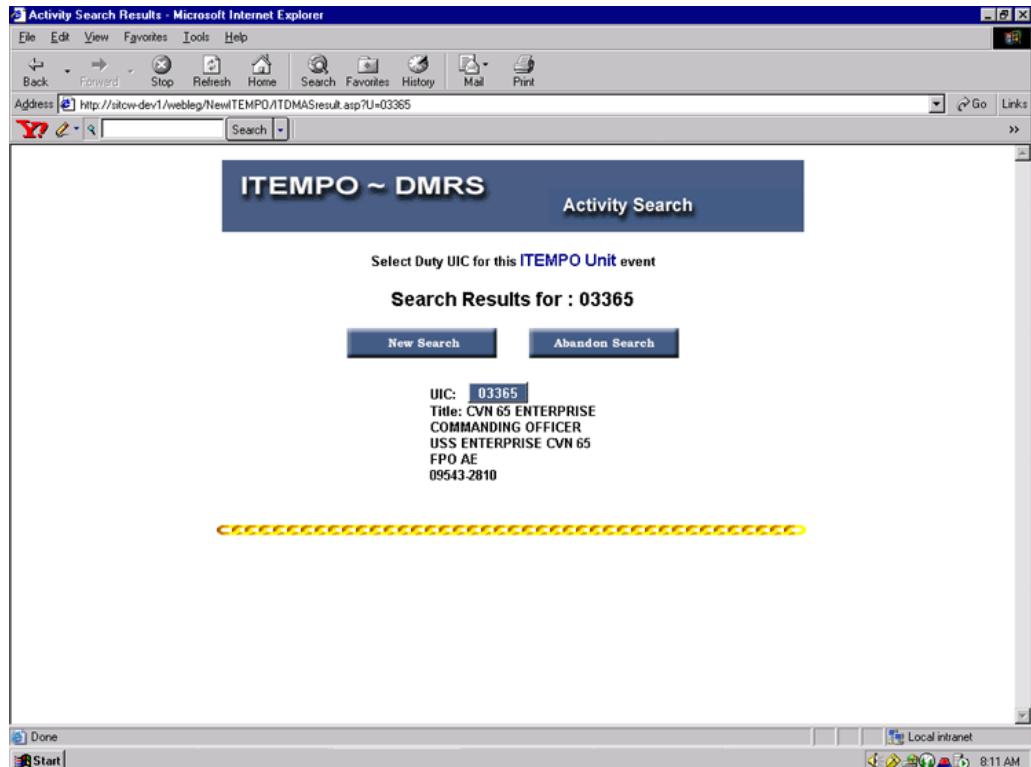
- Example screen returned based on activity search string.
- Select the desired UIC by clicking the [UIC](#) button in the address.
- If the desired unit or location is not listed, then....
  - Select 'New Search' to try new search criteria, or.
  - Click 'Abandon Search' to stop searching and mark this Duty UIC as an unknown UIC/location.

# PUDB / Duty UIC - Enter NAVY UIC



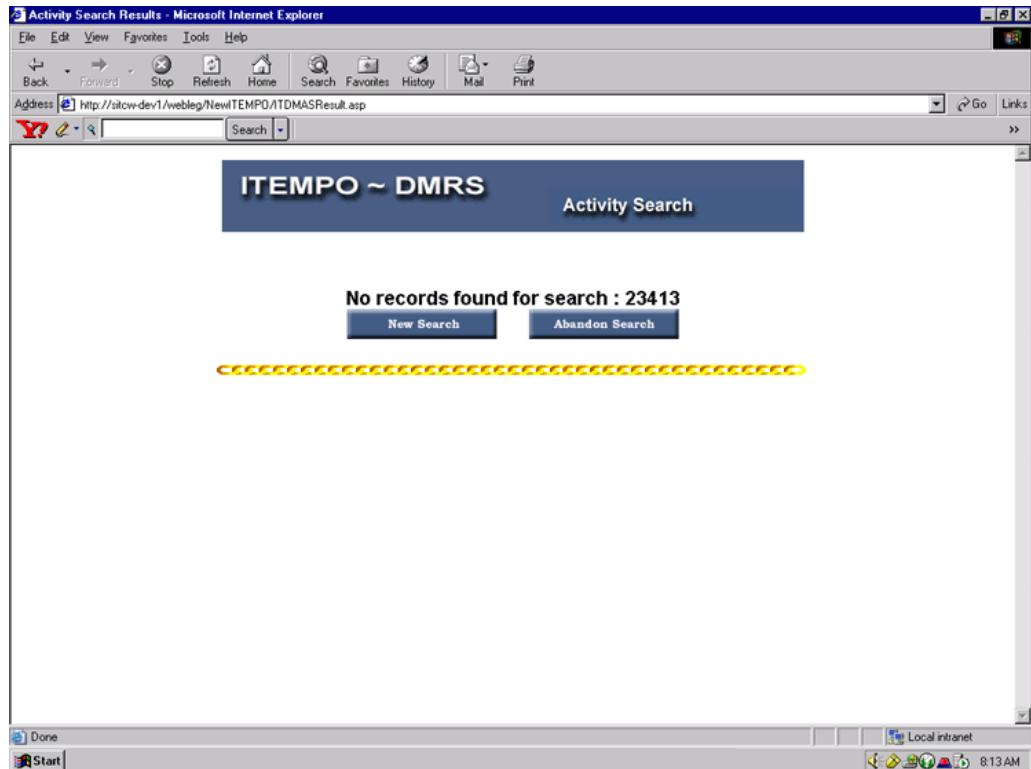
- If the NAVY UIC is known, it may be entered in the 'Enter a NAVY UIC' entry box.

# PUDB / Duty UIC / Unit Verification



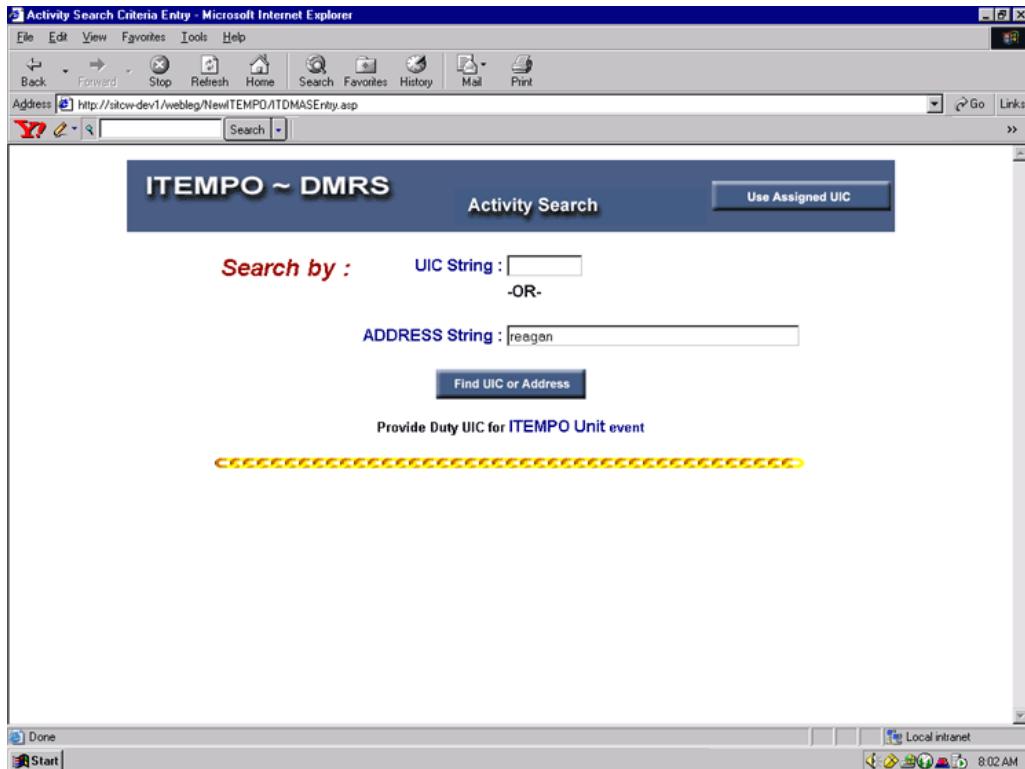
- Click the UIC button in the address entry to confirm this UIC.
- Click 'New Search' to search for a UIC.

# PUDB / Duty UIC / UIC Not Found



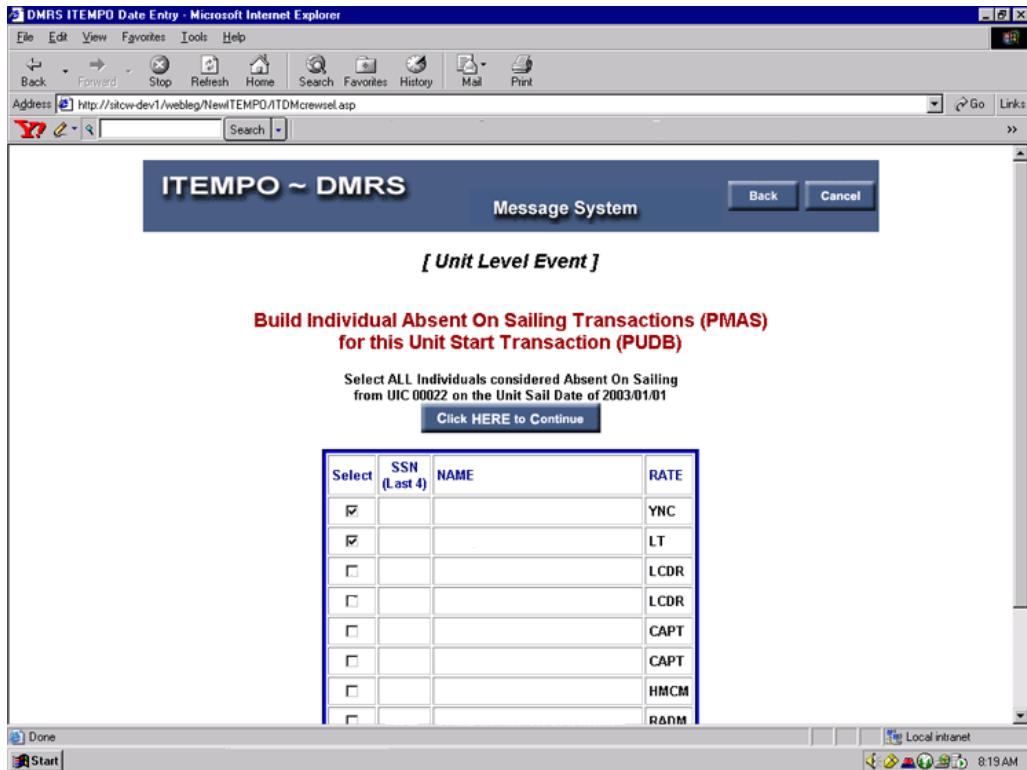
- If the UIC entered does not exist, this message will display.
- Click ‘New Search’ to return to the ‘Activity Search’ page to enter another UIC or search by ADDRESS string.
- Click “Abandon Search” to mark Duty UIC as an unknown UIC/location.

# PUDB / Duty UIC / UIC Not Found



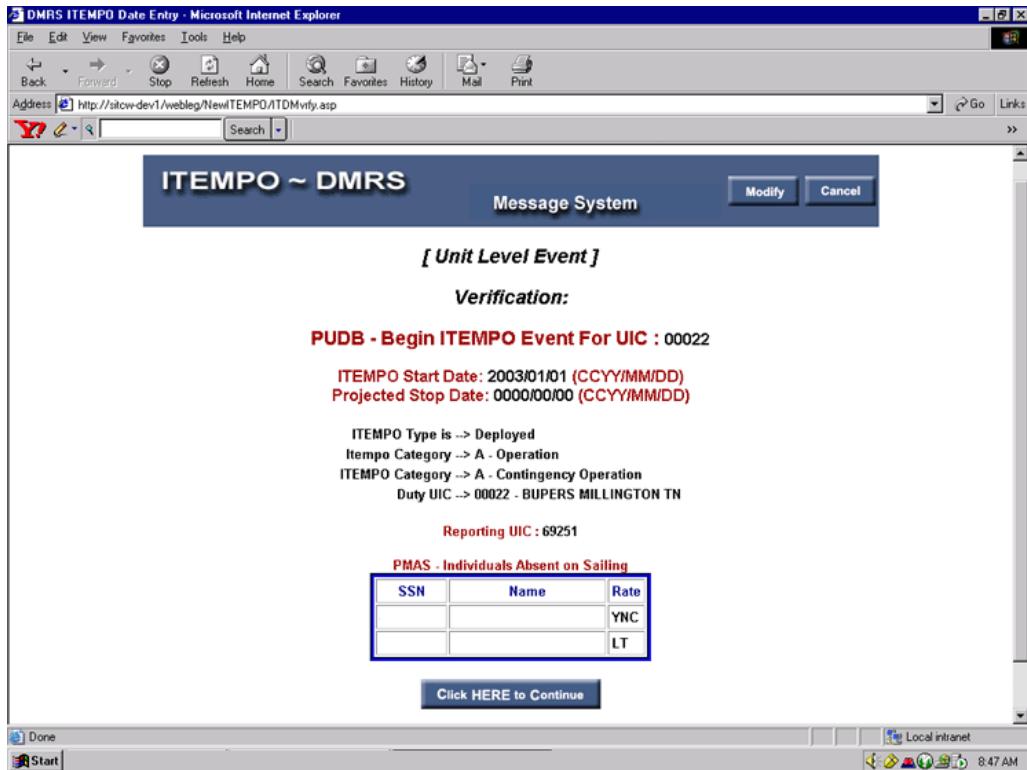
- Selecting 'BACK' from the 'UIC Not Found' screen will return to this screen.
- Enter desired search string in the 'UIC String' or 'ADDRESS String' blocks.
- Select 'Click HERE to continue'.

# Builders PUDB/PMAS



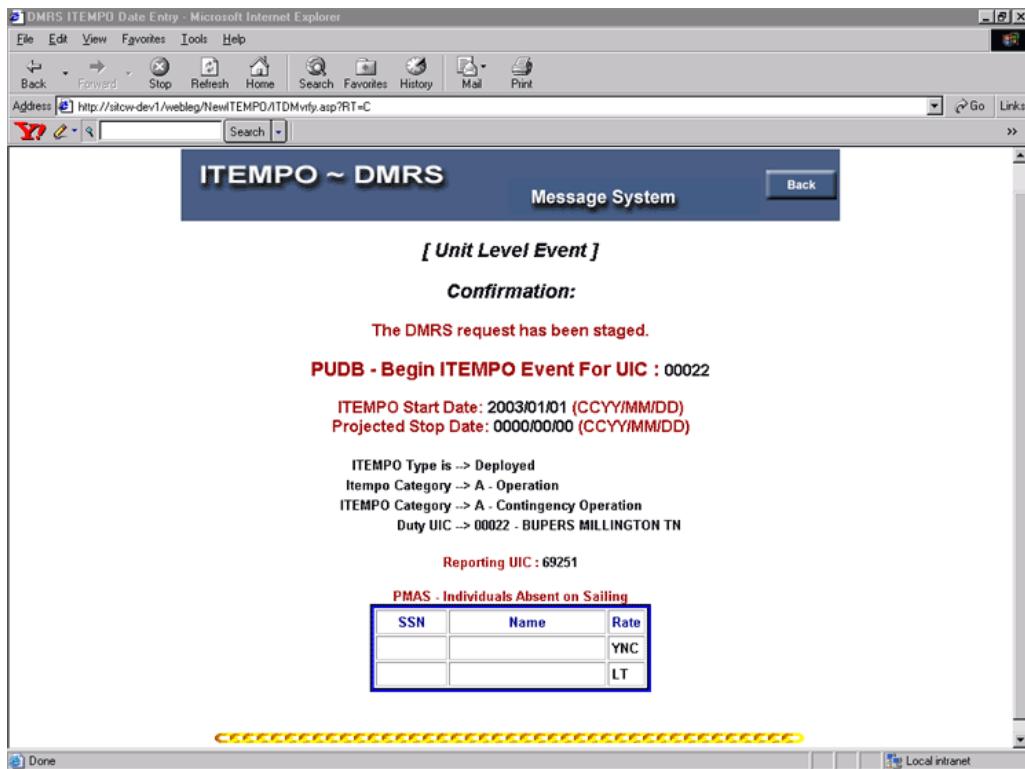
- The Absent on Sailing list will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files. The last four of the SSN; the last name and the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals Absent on Sailing

# Builders PUDB/PMAS



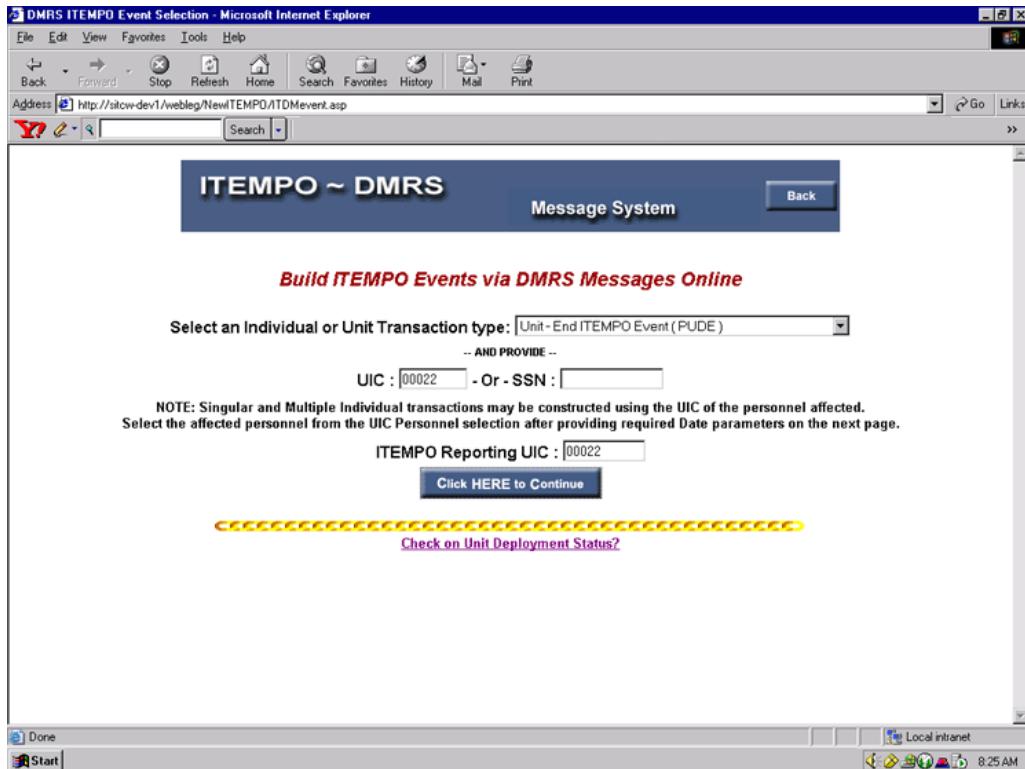
- This is the verification screen, showing the information provided for the **PUDB** (Unit Start) and **PMAS** (Absent on Sailing) transactions.
- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

# Builders PUDB/PMAS



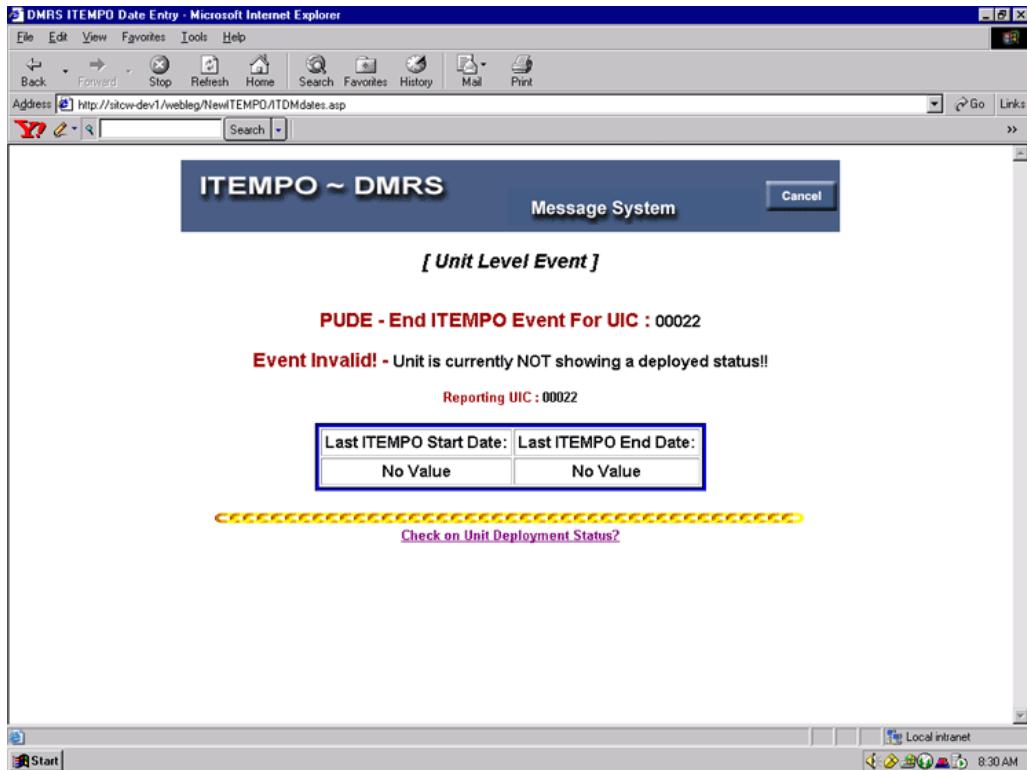
- This screen is the confirmation that you selected continue from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PUDE



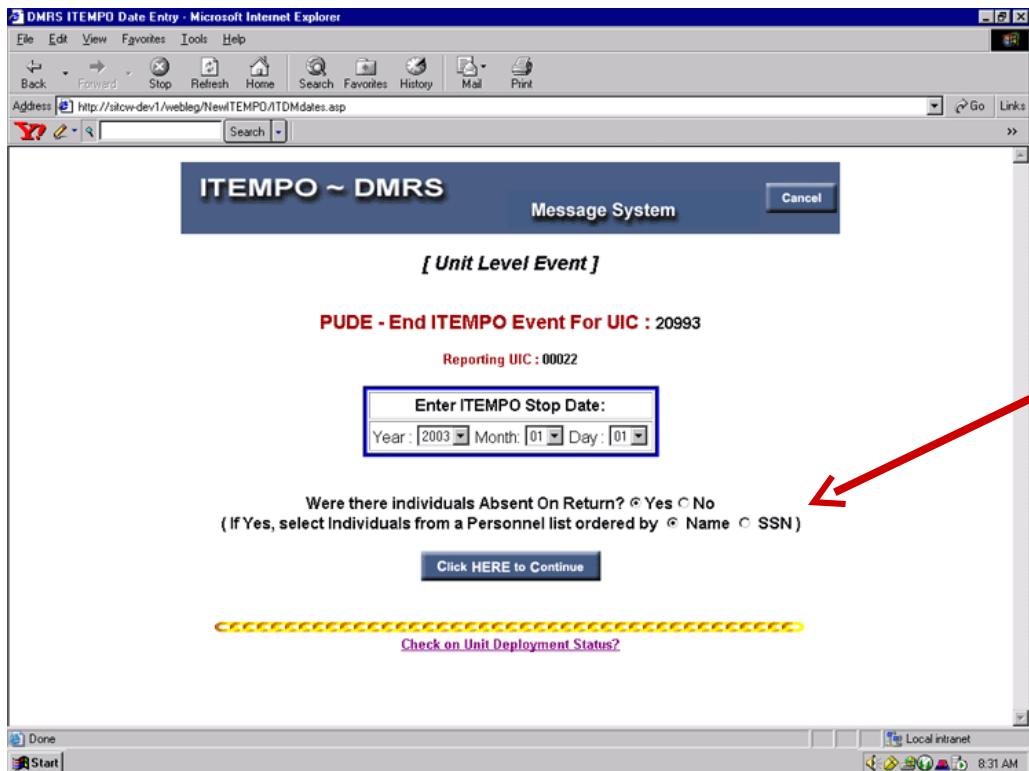
- This is an example of an End Unit Deployment transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PUDE



- If the unit is currently **not** in a deployed status, you will get an error screen since an end deployment event is only valid for deployed units.
- Click on the 'Cancel Button' to return to the previous screen.

# Builders - PUDE



DMRS ITEMPO Date Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://sitow-dev1/webleg/NewITEMPO/TDMdates.asp

ITEMPO ~ DMRS Message System Cancel

[ Unit Level Event ]

PUDE - End ITEMPO Event For UIC : 20993

Reporting UIC : 00022

Enter ITEMPO Stop Date:

Year: 2003 Month: 01 Day: 01

Were there individuals Absent On Return?  Yes  No  
(If Yes, select individuals from a Personnel list ordered by  Name  SSN)

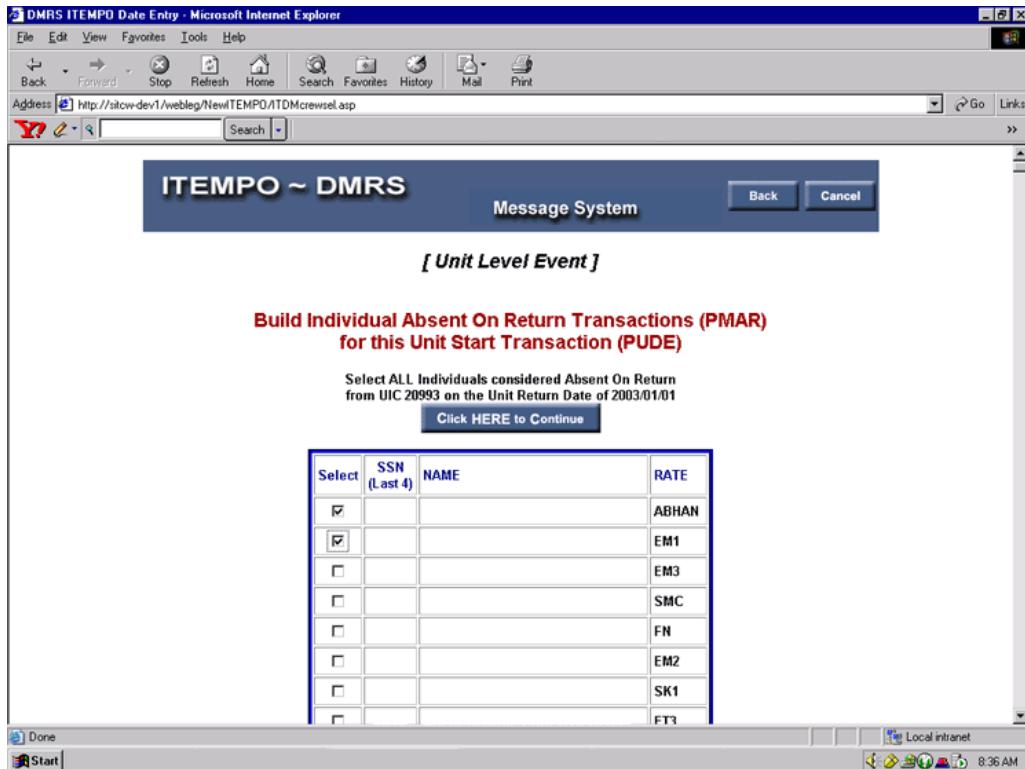
Click HERE to Continue

Check on Unit Deployment Status?

Done Start Local intranet 8:31 AM

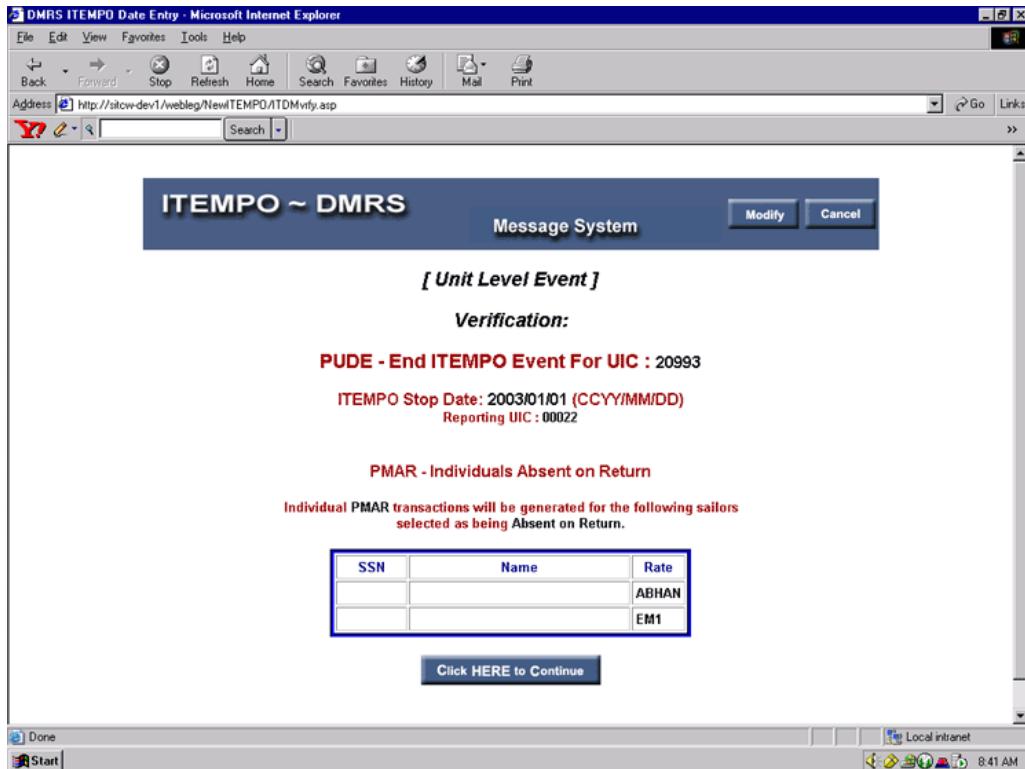
- If the unit is currently in a deployed status, you will get this screen, requesting the deployment end date.
- Also, radio buttons are provided to select Absent on Return information (Yes or NO).
- If there were individuals Absent on Return, a radio button is provided to display the UIC personnel list by Name or SSN.

# Builders - PMAR



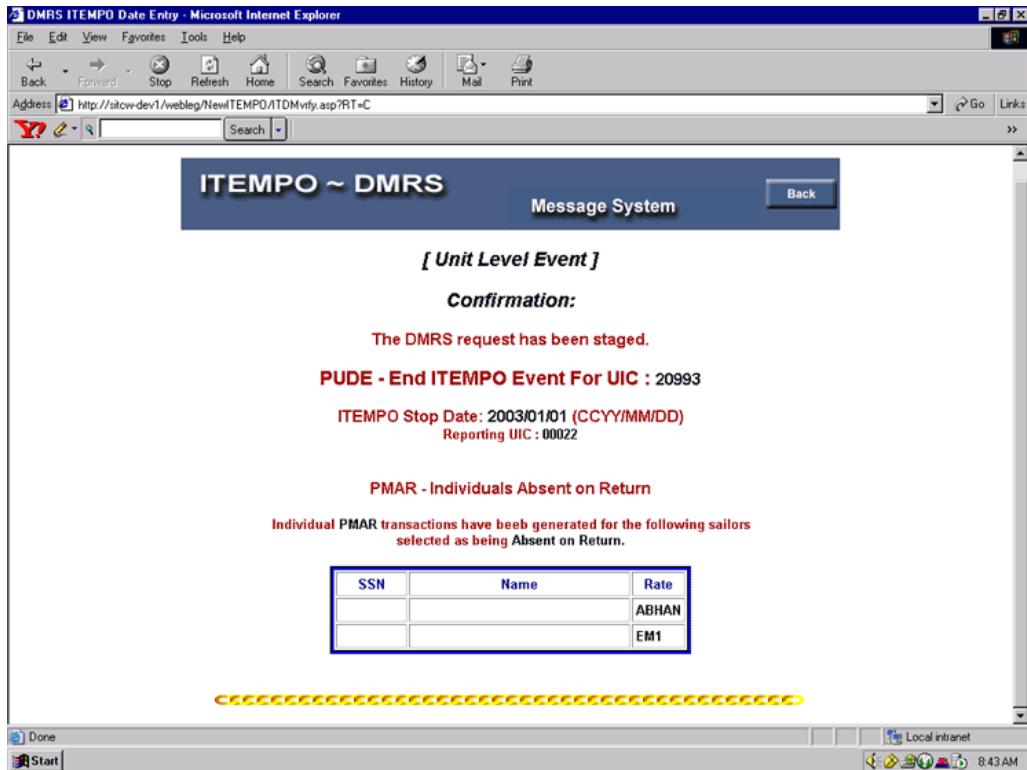
- The Absent on Return list will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files. The SSN last four; the last name and first name; and the Rank/Rate will be shown.
- Mouse click on the 'SELECT' box for those individuals Absent on Return.

# Builders PUDE/PMAR



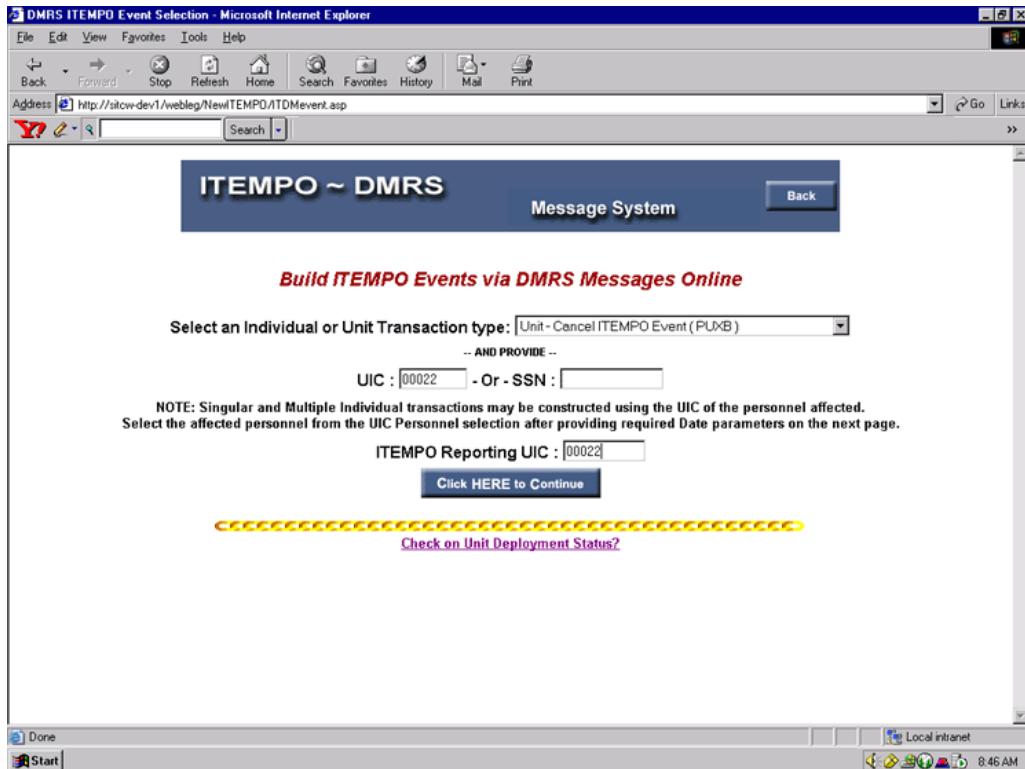
- This is the verification screen, showing the information provided for both the PUDE (Unit End) and PMAS (Absent on Return) transactions.
- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

# Builders PUDE/PMAR



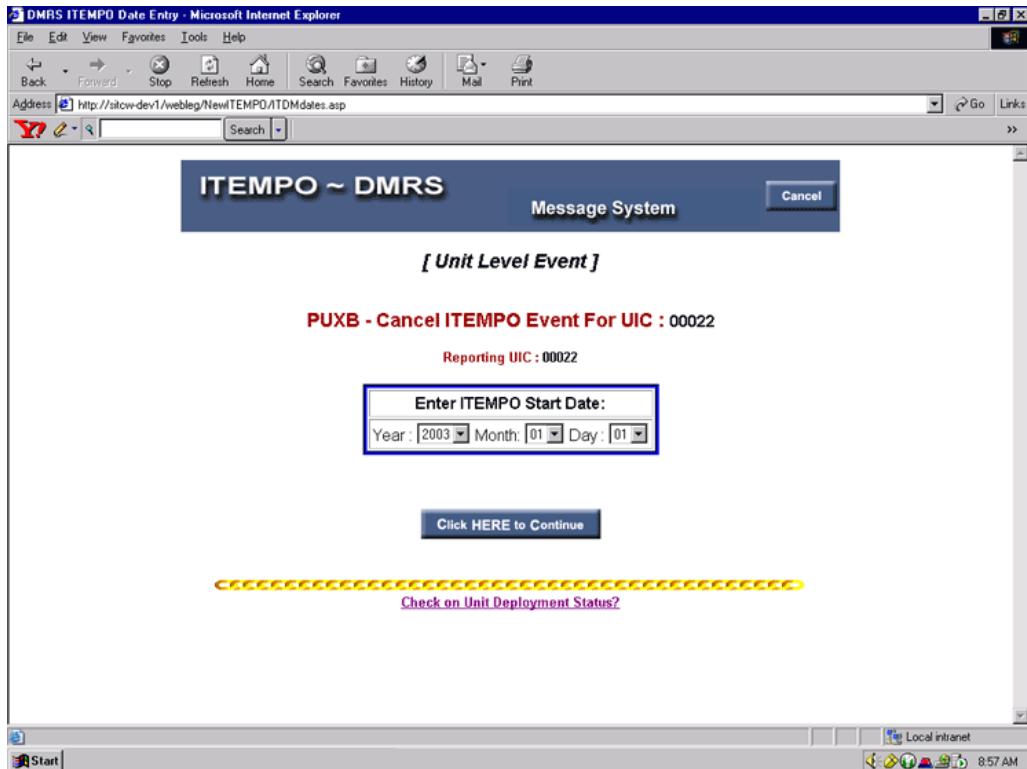
- This screen is the confirmation that you selected **continue** from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PUXB



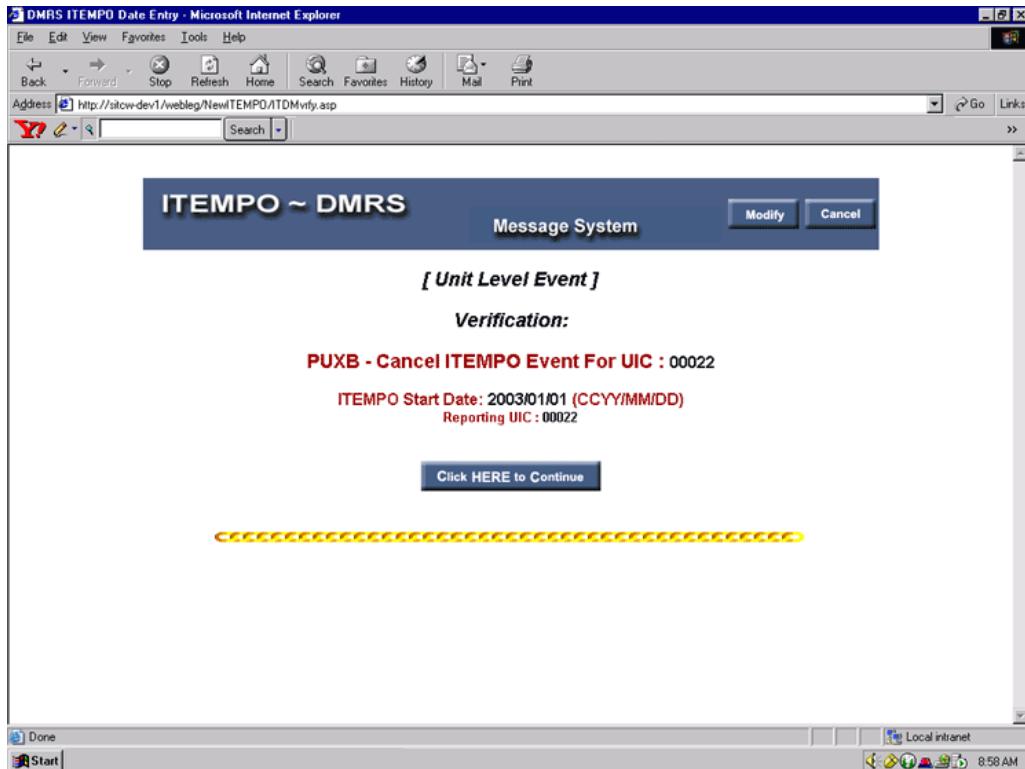
- This is an example of a Cancel Unit Deployment transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PUXB



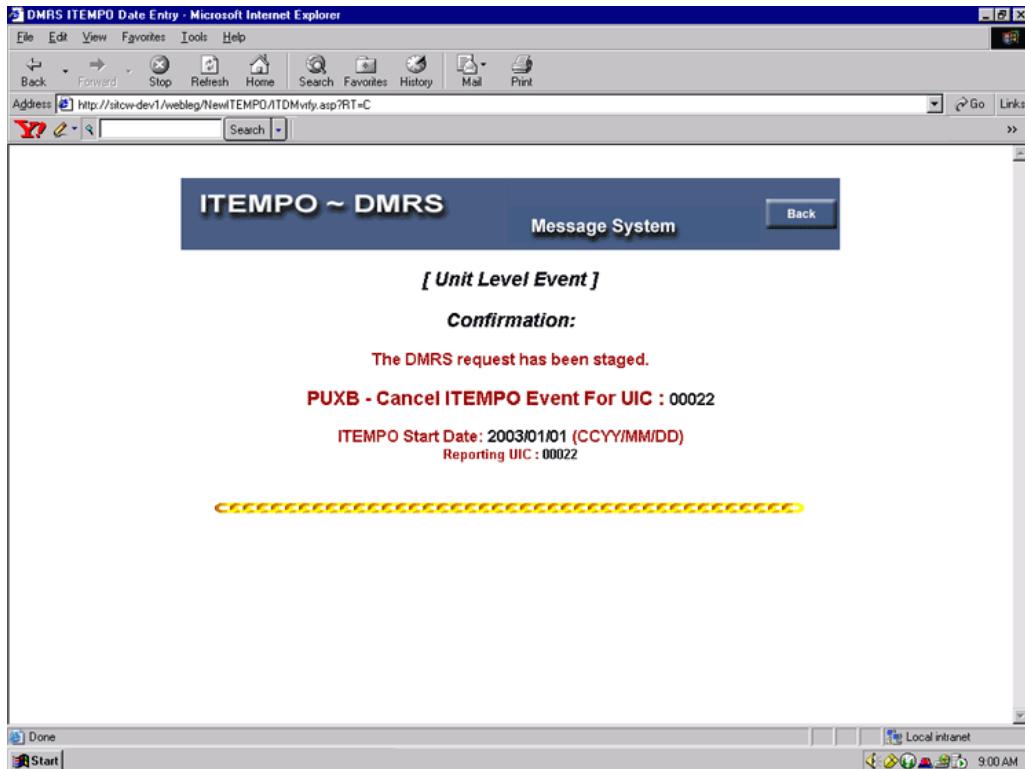
- This screen shows the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the start date.

# Builders - PUXB



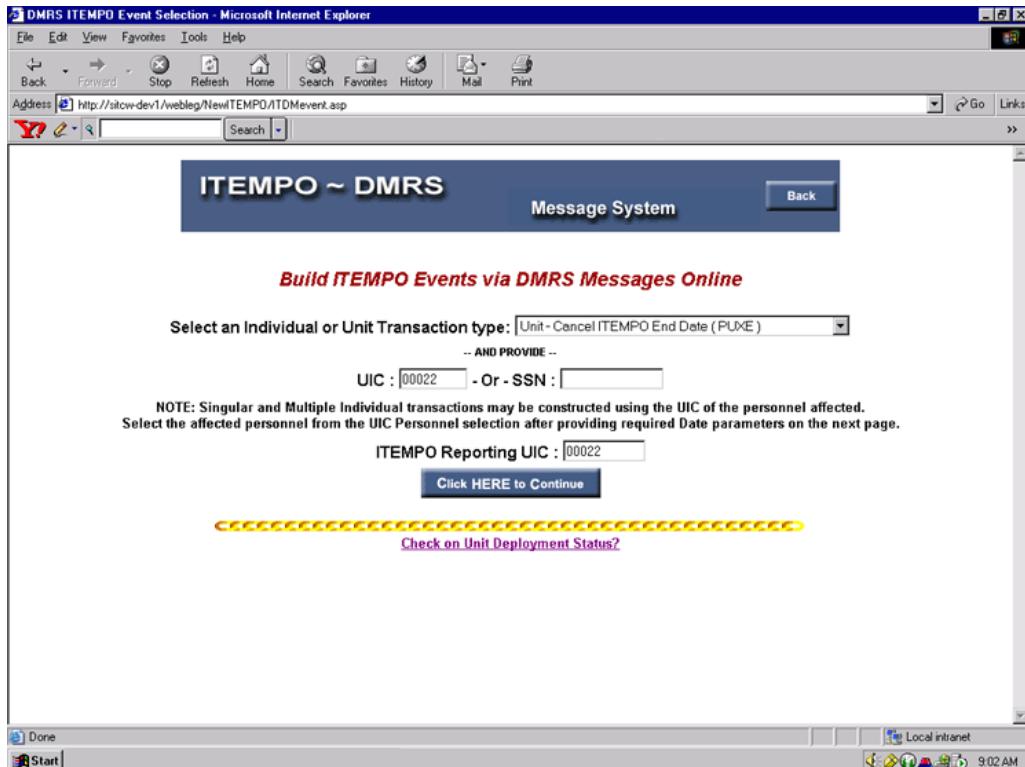
- This is the verification screen, showing the information provided for the PUXB (Unit Cancel) transaction.
- Use the Modify button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PUXB



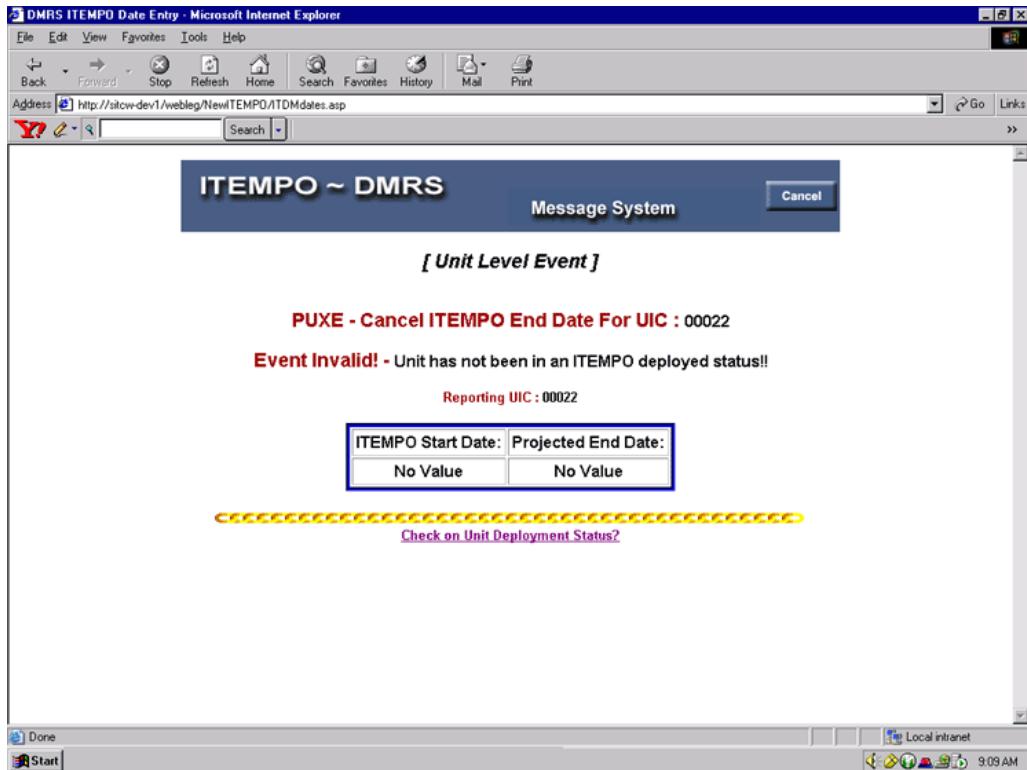
- This screen is the confirmation that you selected **'Continue'** from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PUXE



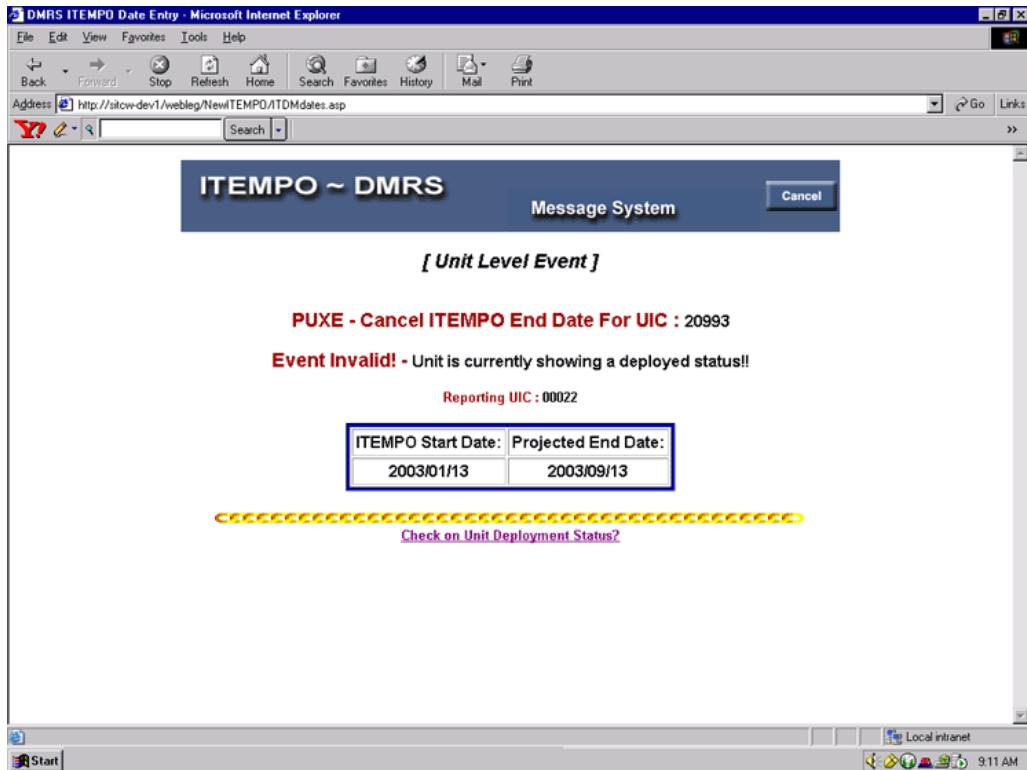
- This is an example of a Cancel Unit Deployment End Date transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PUXE



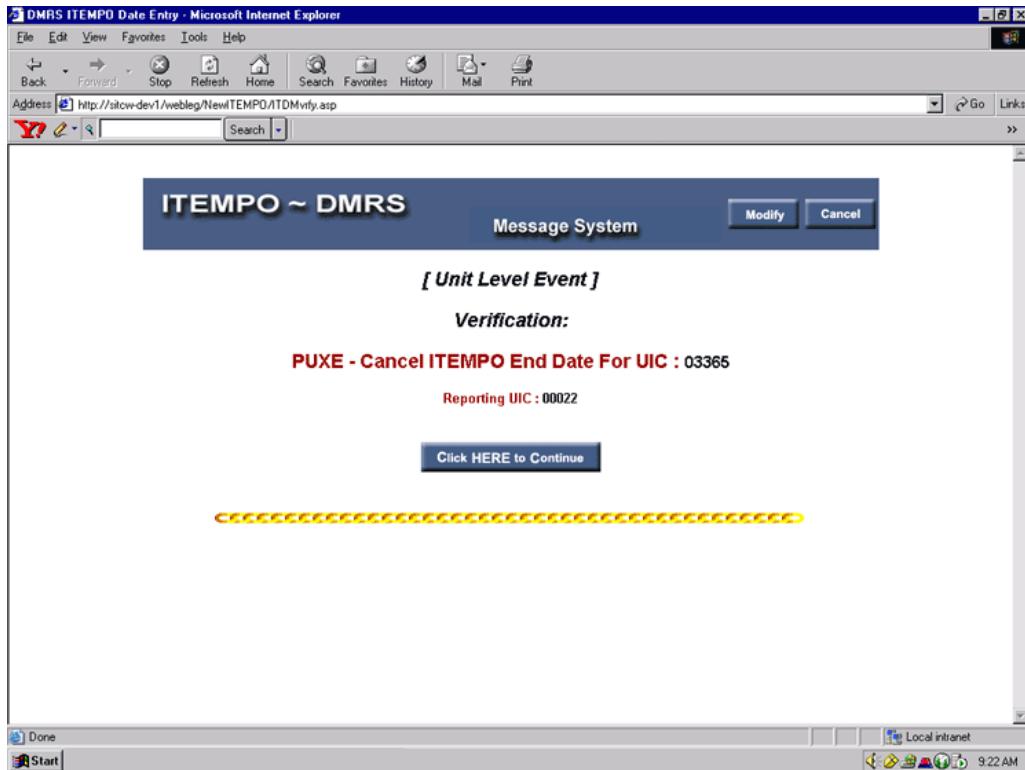
- This screen shows that the requested event is **INVALID** because the Unit has never been in a deployed status. Only units which have deployed and returned can have deployment end dates cancelled.
- Click on the 'Cancel Button' to return to the previous screen.

# Builders - PUXE



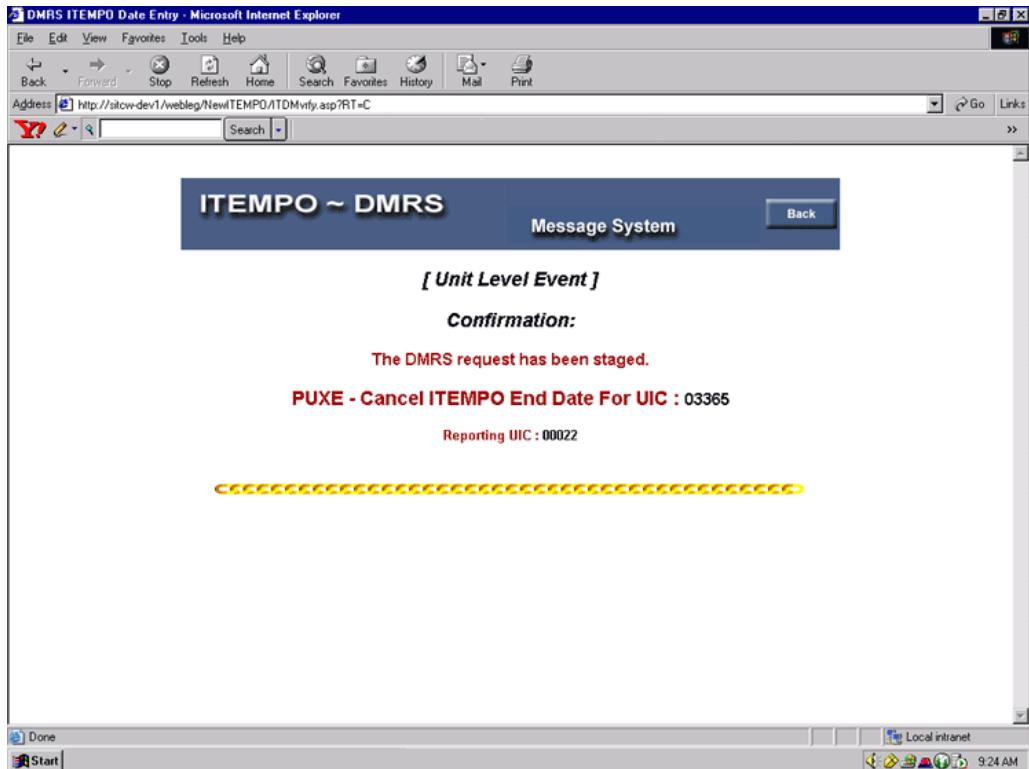
- This screen shows that the requested event is **INVALID** because the Unit is currently showing a deployed status. Only units which have deployed and returned can have deployment end dates cancelled.
- Click on the 'Cancel Button' to return to the previous screen.

# Builders - PUXE



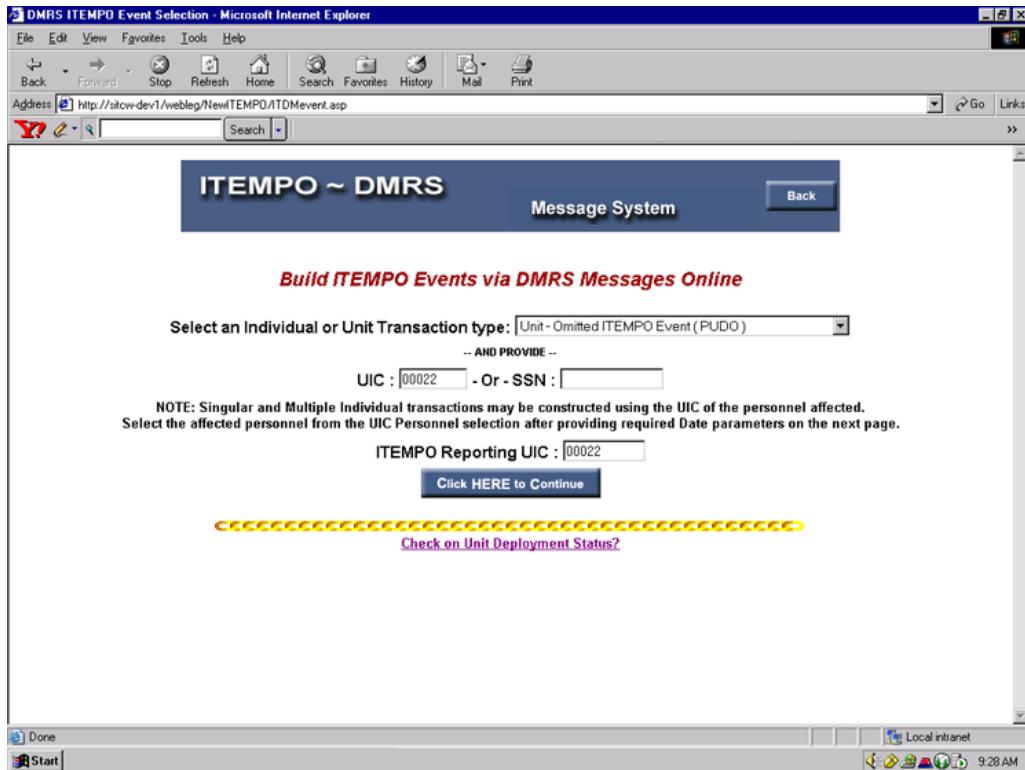
- This is the verification screen, showing the information provided for the PUXE (Unit Cancel End Date) transaction.
- Use the Modify button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PUXE



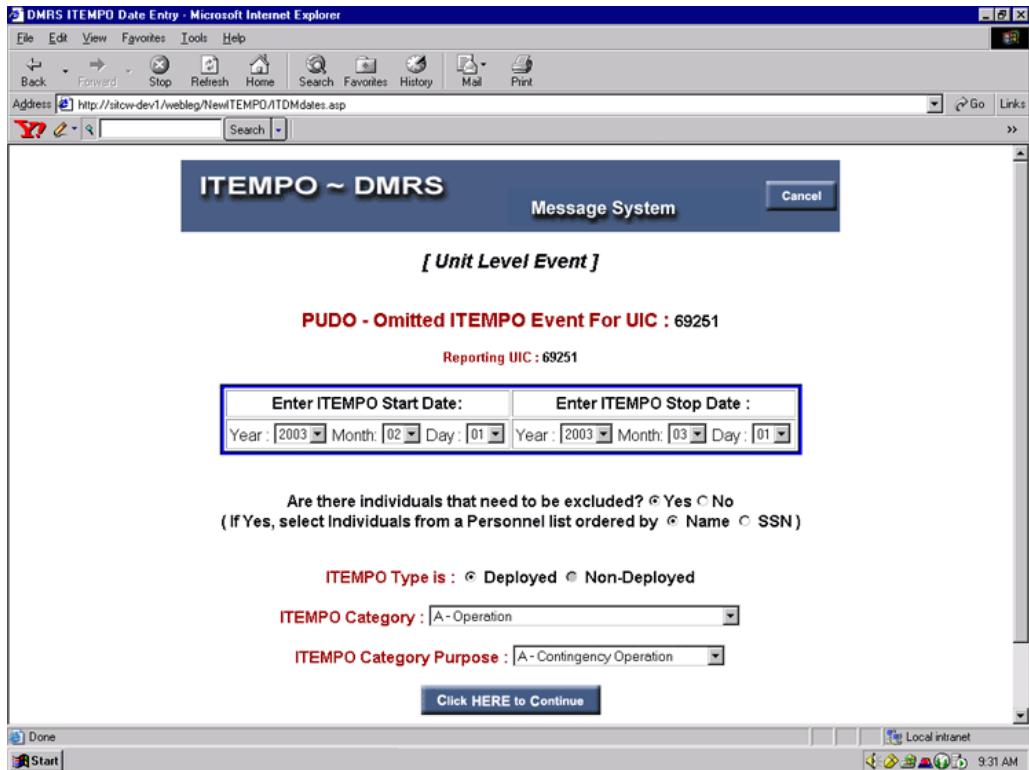
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PUDO



- This is an example of an Omitted Unit Deployment transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

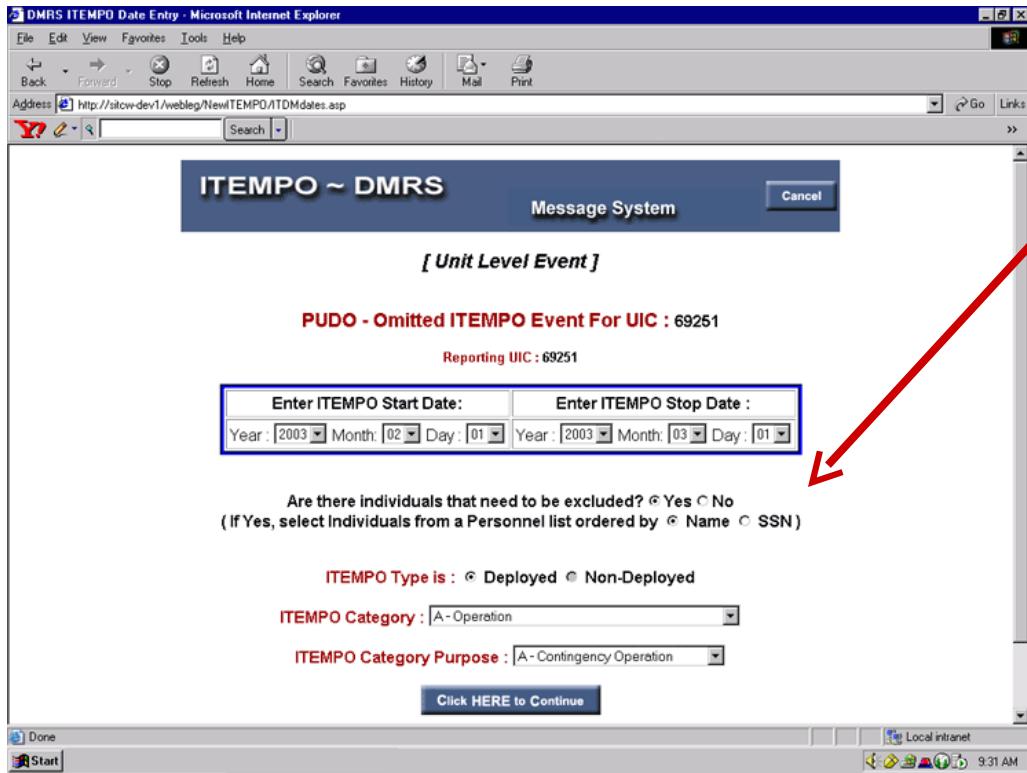
# Builders - PUDO



The screenshot shows a Microsoft Internet Explorer window titled 'DMRS ITEMPO Date Entry - Microsoft Internet Explorer'. The address bar shows the URL: <http://itlow-dev1/webleg/NewITEMPO/ITDMDates.asp>. The main content is a form titled 'ITEMPO ~ DMRS' with a 'Message System' button and a 'Cancel' button. The form is for a 'Unit Level Event' and is titled 'PUDO - Omitted ITEMPO Event For UIC : 69251'. The 'Reporting UIC' is listed as 69251. Below this, there are two sets of date input fields: 'Enter ITEMPO Start Date' (Year: 2003, Month: 02, Day: 01) and 'Enter ITEMPO Stop Date' (Year: 2003, Month: 03, Day: 01). A question follows: 'Are there individuals that need to be excluded?  Yes  No'. A note states '(If Yes, select individuals from a Personnel list ordered by  Name  SSN)'. Below this, there are dropdown menus for 'ITEMPO Type is' (selected: 'Deployed') and 'ITEMPO Category' (selected: 'A- Operation'). Another dropdown menu for 'ITEMPO Category Purpose' is shown, with the first item being 'A- Contingency Operation'. At the bottom is a 'Click HERE to Continue' button.

- This screen shows the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the start date and projected end date.
- The projected end date is not optional; however, for units concerned with the classification of releasing such data, all zeros may be used.

# Builders - PUDO



DMRS ITEMPO Date Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://silow-dev1/webleg/NewITEMPO/ITDMDates.asp

ITEMPO ~ DMRS Message System Cancel

[ Unit Level Event ]

PUDO - Omitted ITEMPO Event For UIC : 69251

Reporting UIC : 69251

Enter ITEMPO Start Date: Enter ITEMPO Stop Date:

Year: 2003 Month: 02 Day: 01 Year: 2003 Month: 03 Day: 01

Are there individuals that need to be excluded?  Yes  No  
(If Yes, select individuals from a Personnel list ordered by  Name  SSN)

ITEMPO Type is:  Deployed  Non-Deployed

ITEMPO Category: A- Operation

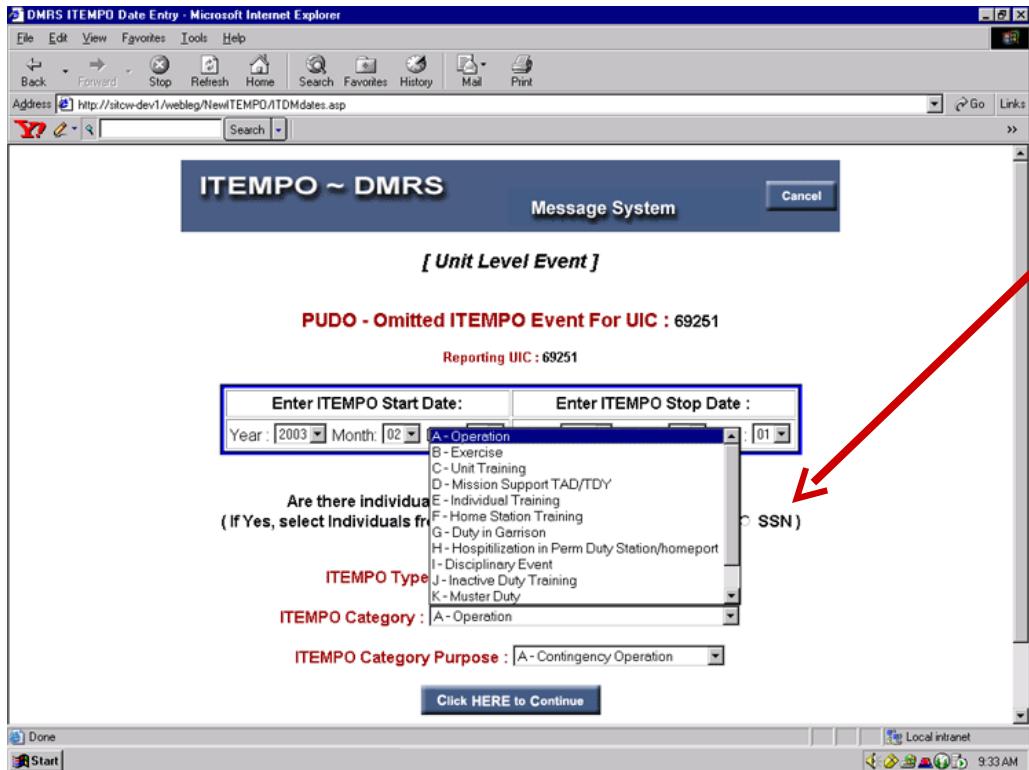
ITEMPO Category Purpose: A- Contingency Operation

Click HERE to Continue

Done Start Local intranet 9:31 AM

- Also, radio buttons are provided to select Absent on Sailing information (Yes or NO).
- If there were individuals Absent on Sailing, a radio button is provided to display the UIC personnel list by Name or SSN.
- Currently, “ITEMPO Type” reported is only “Deployed”, so the radio button here is fixed.

# Builders - PUDO - Categories



The screenshot shows a Microsoft Internet Explorer window titled 'ITEMPO ~ DMRS' with the sub-header 'Message System'. The main content is a form titled '[ Unit Level Event ]' for a 'PUDO - Omitted ITEMPO Event For UIC : 69251'. The reporting UIC is 69251. The form includes fields for 'Enter ITEMPO Start Date' (Year: 2003, Month: 02) and 'Enter ITEMPO Stop Date' (Year: 2003, Month: 01). A dropdown menu for 'ITEMPO Category' is open, showing options like 'A- Operation', 'B- Exercise', etc. A red arrow points from the text 'ITEMPO Category Purpose' to the dropdown menu. Below the dropdown, there are sections for 'ITEMPO Type' (with options A through K) and 'ITEMPO Category Purpose' (with options A through E). A note at the top says 'Are there individuals (If Yes, select individuals from the list below)'.

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See **Pages 44-45** in this guide for a list of all valid ITEMPO category codes and definitions.

# Builders - PUDO - Purposes

DMRS ITEMPO Date Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://itlow-dev1/webleg/NewITEMPO/ITDmdates.asp

ITEMPO ~ DMRS Message System Cancel

[ Unit Level Event ]

PUDO - Omitted ITEMPO Event For UIC : 69251

Reporting UIC : 69251

Enter ITEMPO Start Date: Enter ITEMPO Stop Date:

Year: 2003 Month: 02 Day: 01 Year: 2003 Month: 03 Day: 01

Are there individuals that need to be selected from a Person list? (If Yes, select individuals from a Person list.)

ITEMPO Type is :  Dep

ITEMPO Category : A- Operation

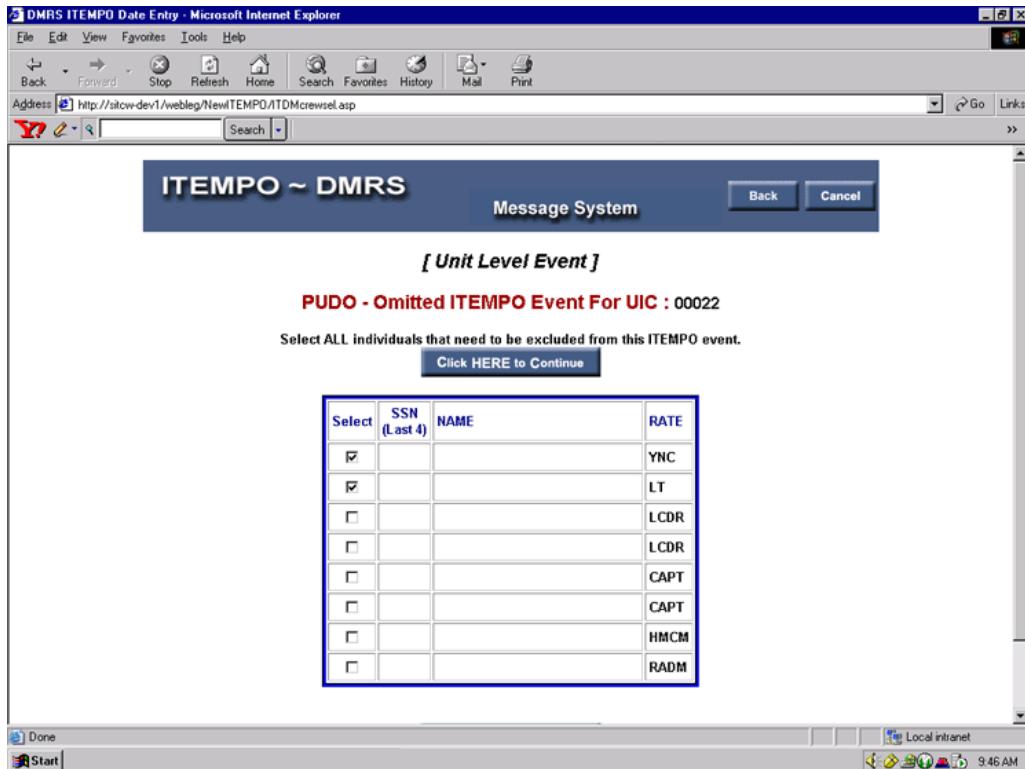
ITEMPO Category Purpose : A- Contingency Operation

Click HERE to Continue

Done Start Local intranet 9:34 AM

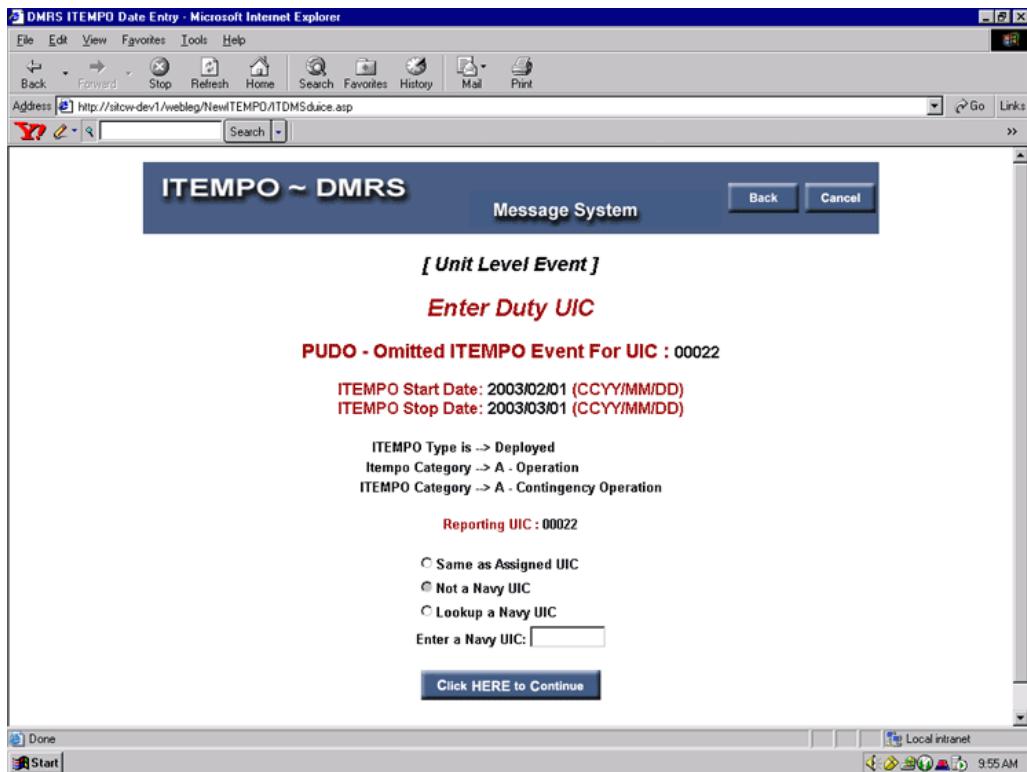
- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See **Pages 47-51** for a list of all valid ITEMPO purpose codes and definitions.

# Builders PUDO/PMXB



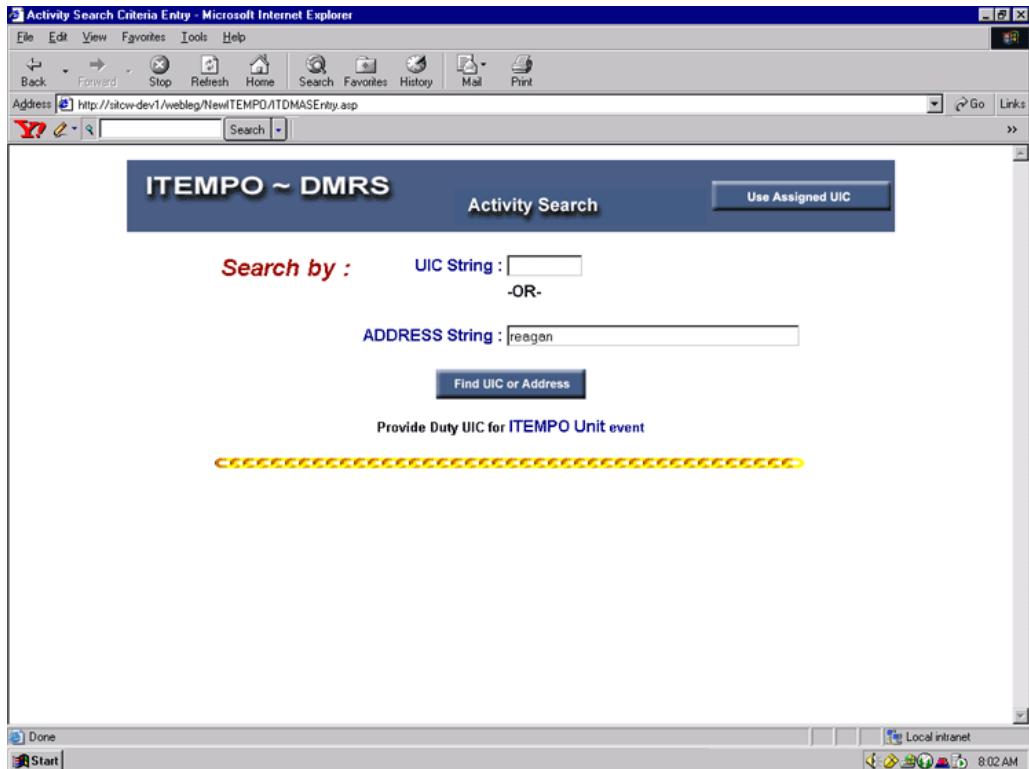
- The Absent on Sailing list will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files. The last four of the SSN; the last name and first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals Absent on Sailing.

# Builders PUDO/Duty UIC



- Three options are available for entering Duty UIC:
  - Same as assigned UIC (unit UIC for unit events or member's Permanent Duty Station for individual events)
  - Lookup a Navy UIC
  - Enter a Navy UIC.
- Select the desired option and 'Click HERE to continue'
- A fourth option:
  - Not a Navy UIC is **not available for initial selection**. The "Lookup Navy UIC" option must be utilized first.

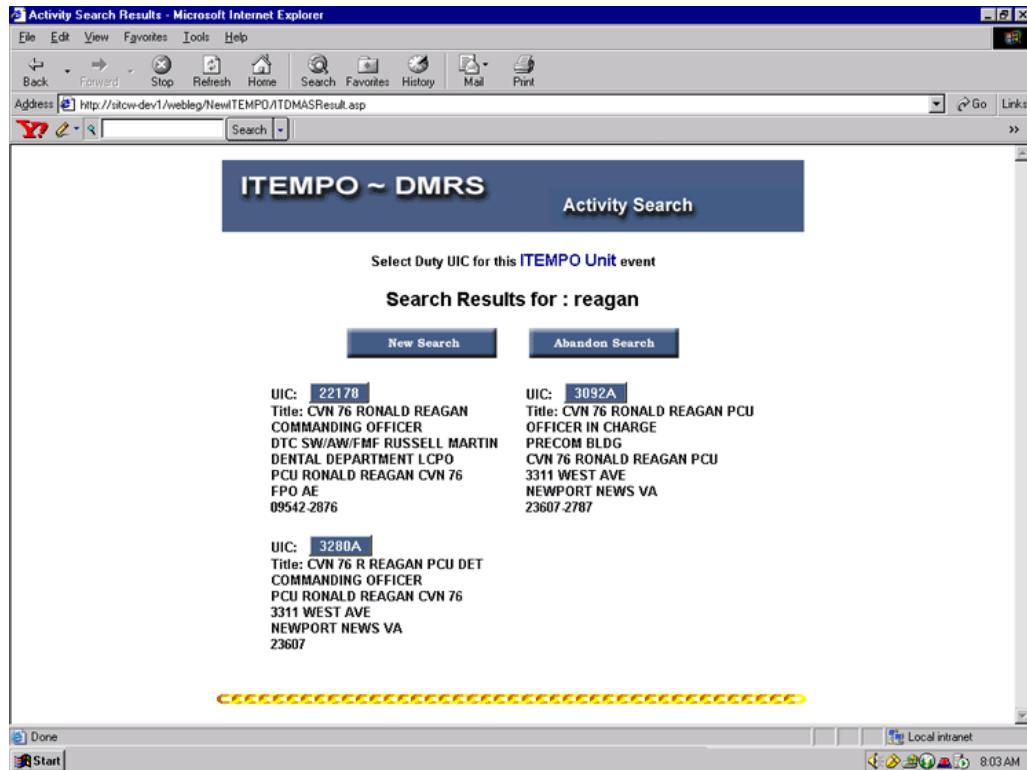
# Builders PUDO / Duty UIC Search



- If the UIC for the Duty UIC is not known, a search of NAVY UICs can be performed using the Activity Search by selecting the 'Lookup Navy UIC' option on the DUTY UIC selection page.
- Enter the address string to search in the 'ADDRESS string' box.

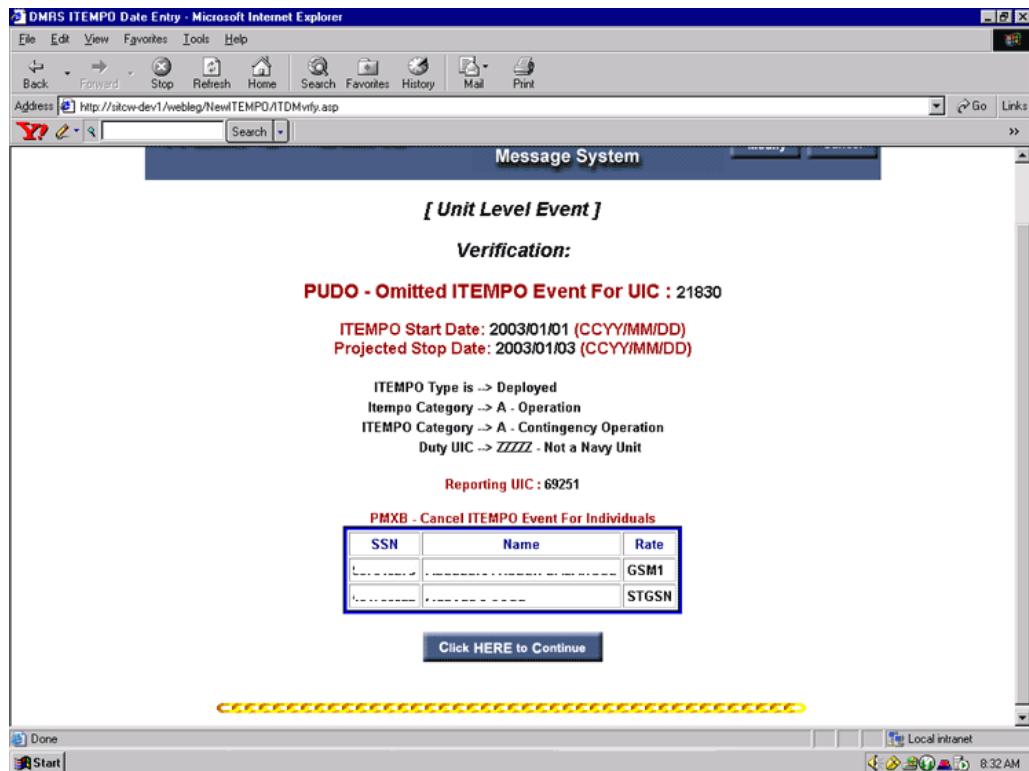
NOTE: This search performs an EXACT match based on the text entered. If the desired unit is not found, try using LESS

# Builders PUDO / Duty UIC Search



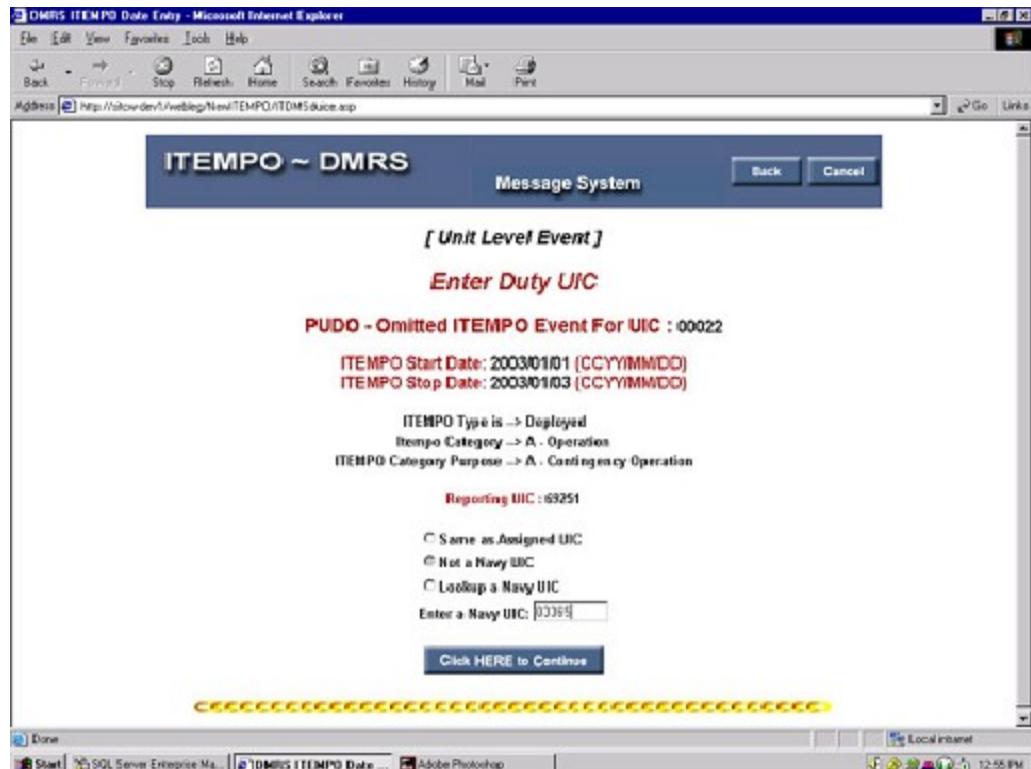
- Example screen returned based on activity search string.
- Select the desired UIC by clicking the UIC button in the address.
- If the desired unit or location is not listed, then....
  - Select 'New Search' to try new search criteria, or.
  - Click 'Abandon Search' to stop searching and mark this Duty UIC as an unknown UIC/location.

# Builders - PUDO - Duty UIC (Non-Navy)



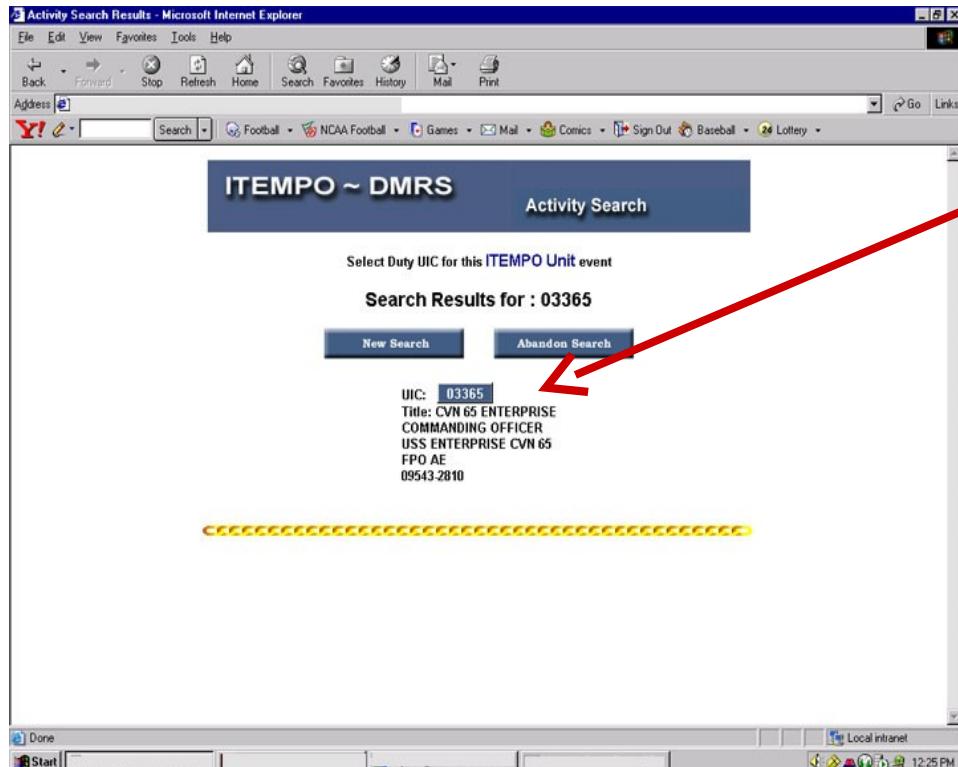
- There is currently no capability to search for other than NAVY units.
- Selecting “Abandon Search” will enter a UIC of ‘ZZZZZ’ (5 Z’s) in the Duty UIC field.

# PUDO / Duty UIC - Enter NAVY UIC



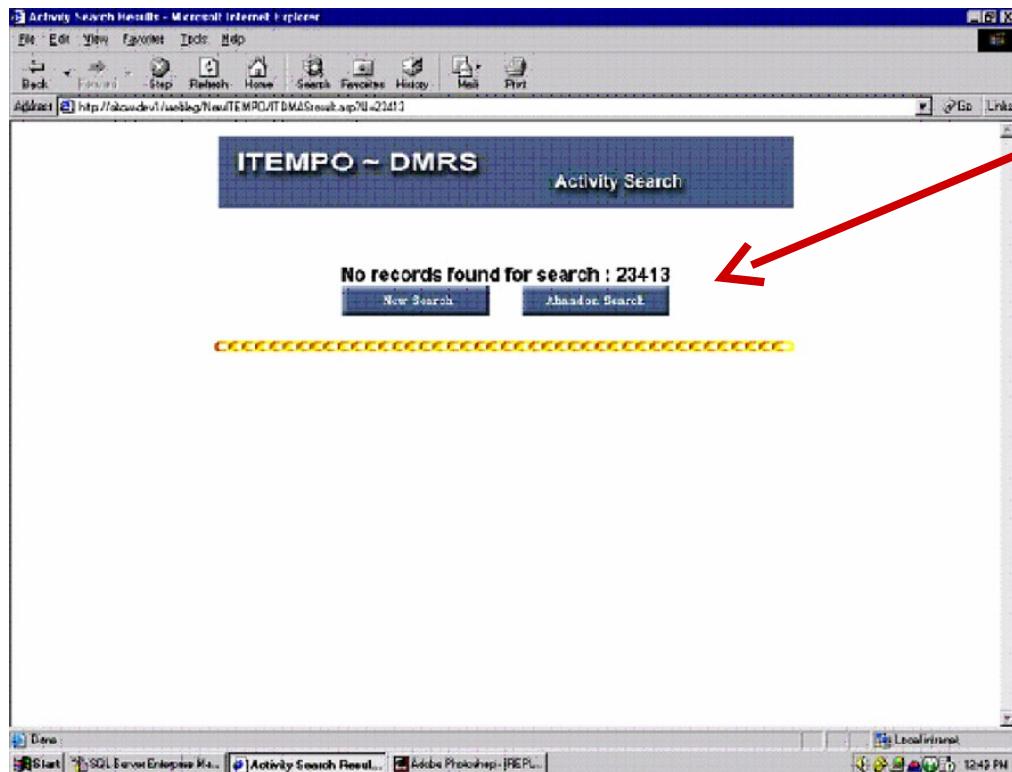
- If the NAVY UIC is known, it may be entered in the 'Enter NAVY UIC' entry box.

# PUDO / Duty UIC / Unit Verification



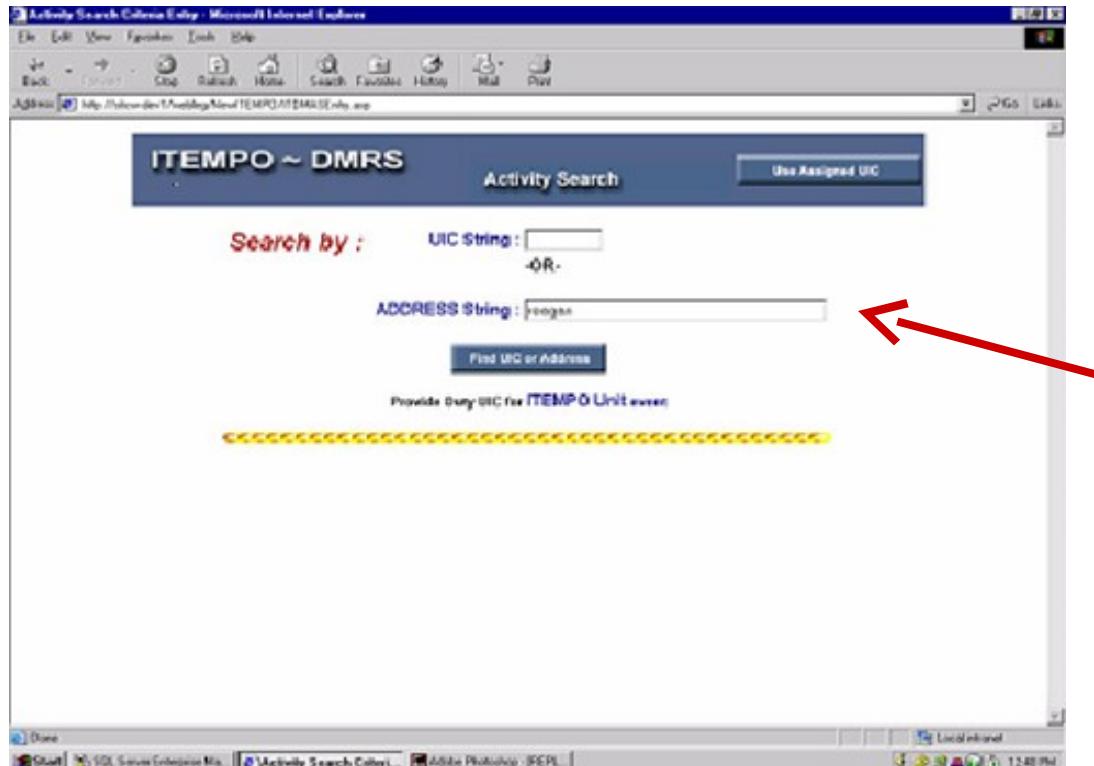
- Click the UIC button in the address entry to confirm this UIC.
- Click 'New Search' to search for a UIC.

# PUDO / Duty UIC / UIC Not Found



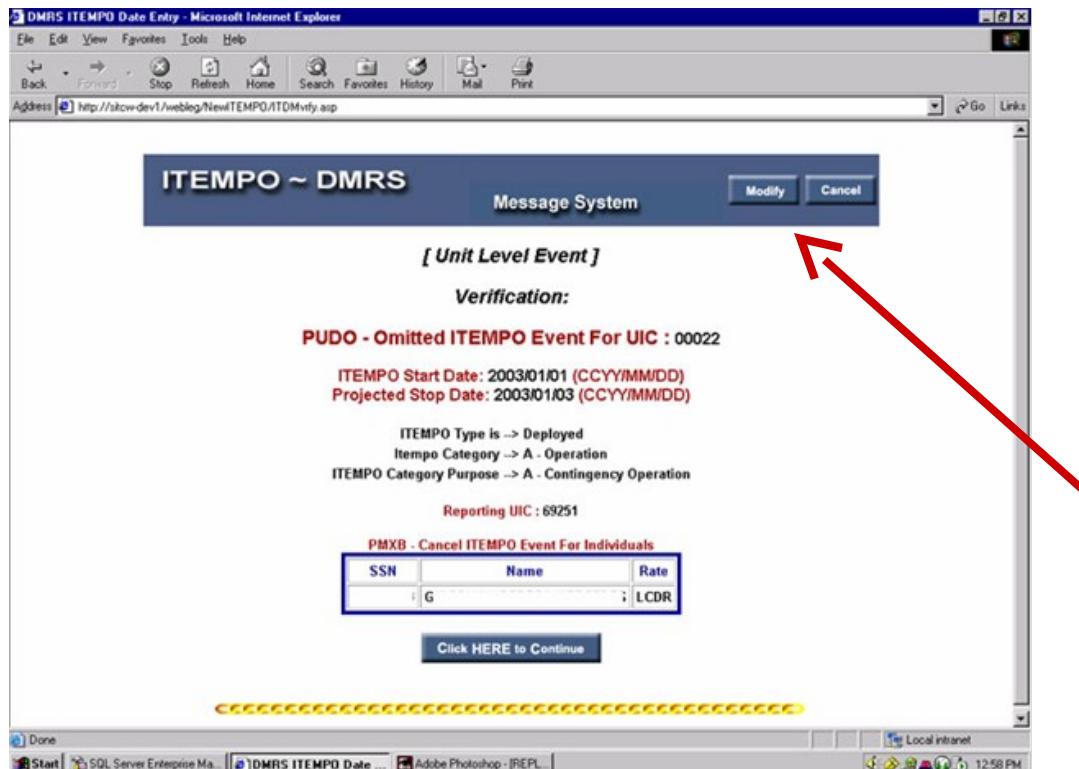
- If the UIC entered does not exist, this message will display.
- Select 'New Search' to return to the 'Activity Search' page to enter another UIC or search by ADDRESS string.

# PUDO / Duty UIC / UIC Not Found



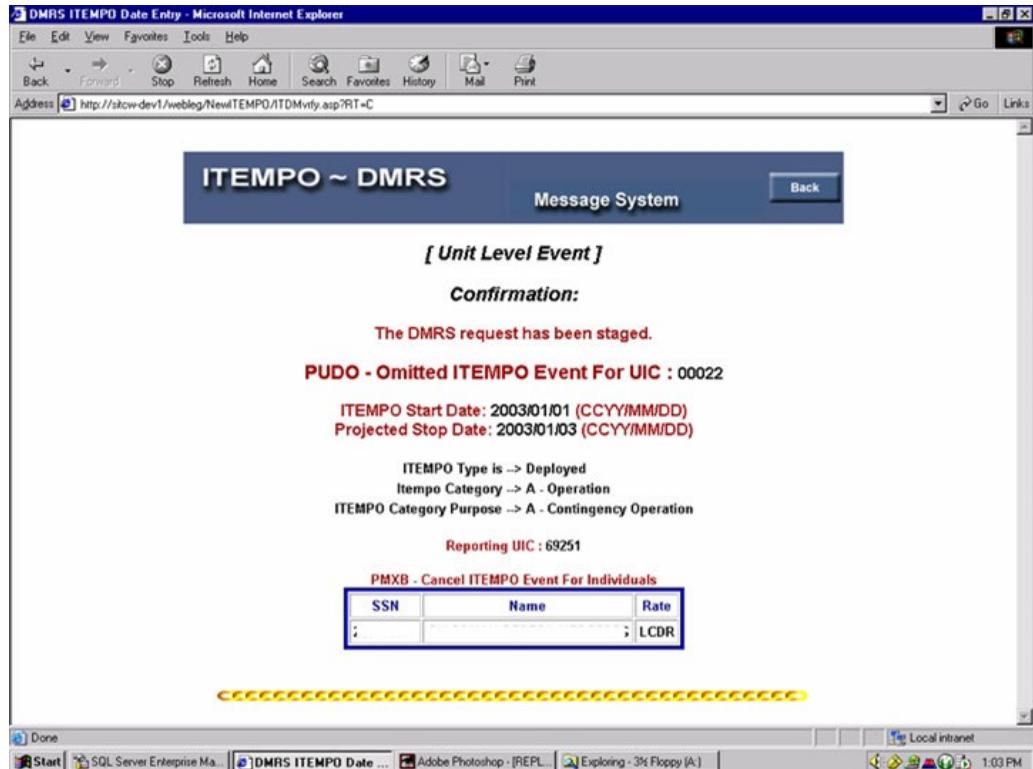
- Selecting 'New Search' from the 'UIC Not Found' screen will return to this screen.
- Enter another NAVY UIC in the UIC or a name in the ADDRESS.

# Builders PUDO/PMXB



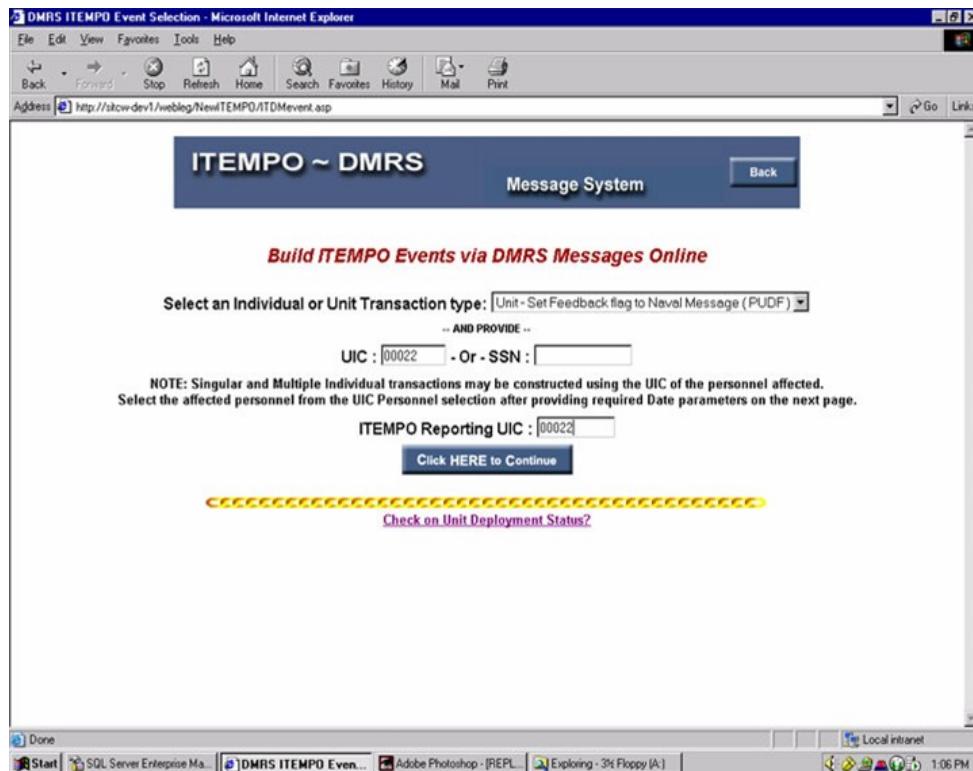
- This is the verification screen, showing the information provided for both the PUDO (Unit Omitted) and PMXB (Individual Cancel) transactions as well as Duty UIC selection.
- Use the Modify button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders PUDO/PMXB



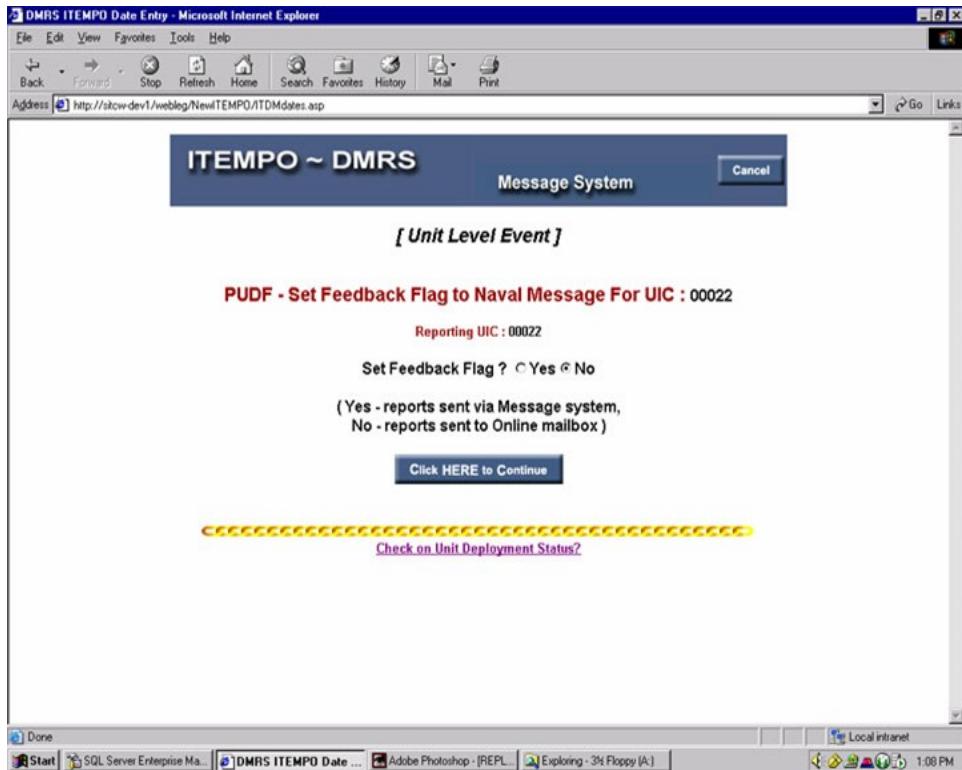
- This screen is the confirmation that you selected **continue** from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PUDF



- This is an example of a Set Feedback Unit transaction.
- The UIC must be provided in the UIC field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PUFD



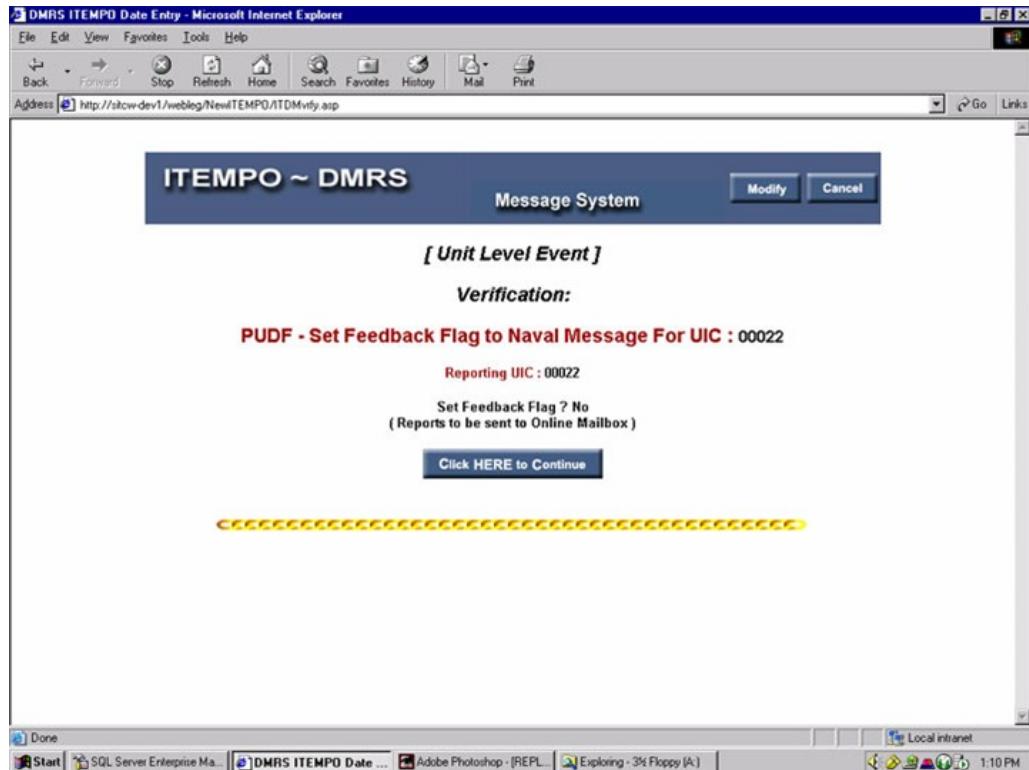
- This screen shows the requested event and the UIC to be reported on and to be reported by.
- Also, radio buttons are provided to select Set Feedback Flag (Yes or No).
- Selecting 'Yes' will cause all Feedback reports to be sent to the designated UIC via Navy message.

# Builders - PUDF



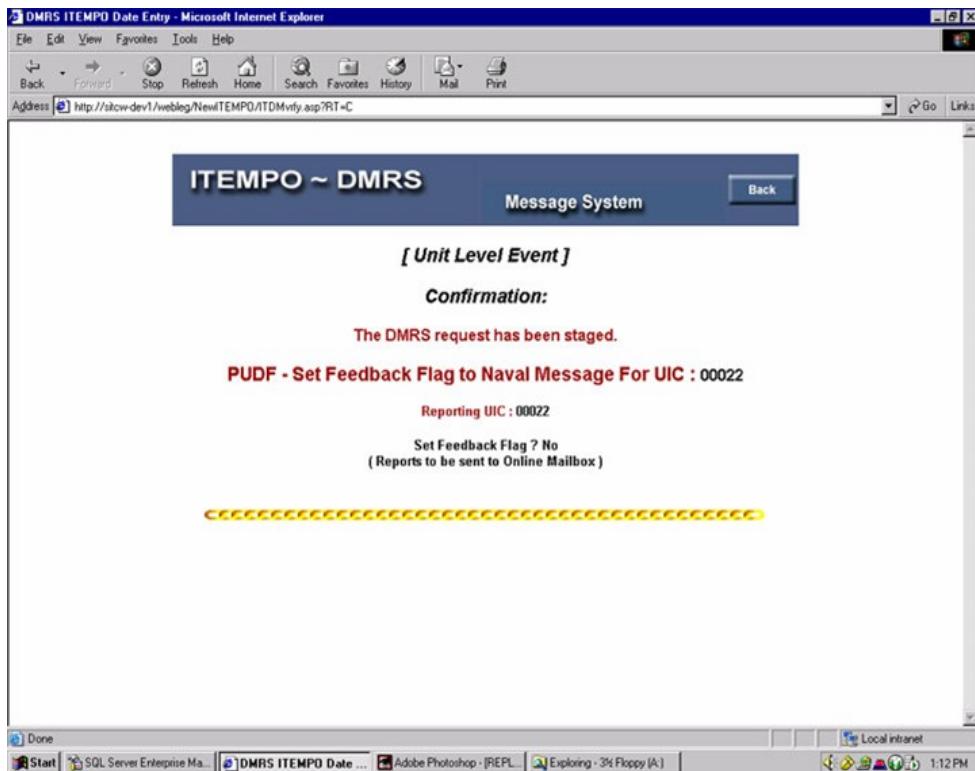
- Copies of the Feedback reports will always be sent to the BOL ITEMPO Online Unit Mailbox, regardless of the status of the Feedback Flag. The Feedback Flag event turns on and off the copy sent via Navy message.
- The default setting is OFF.

# Builders - PUDF



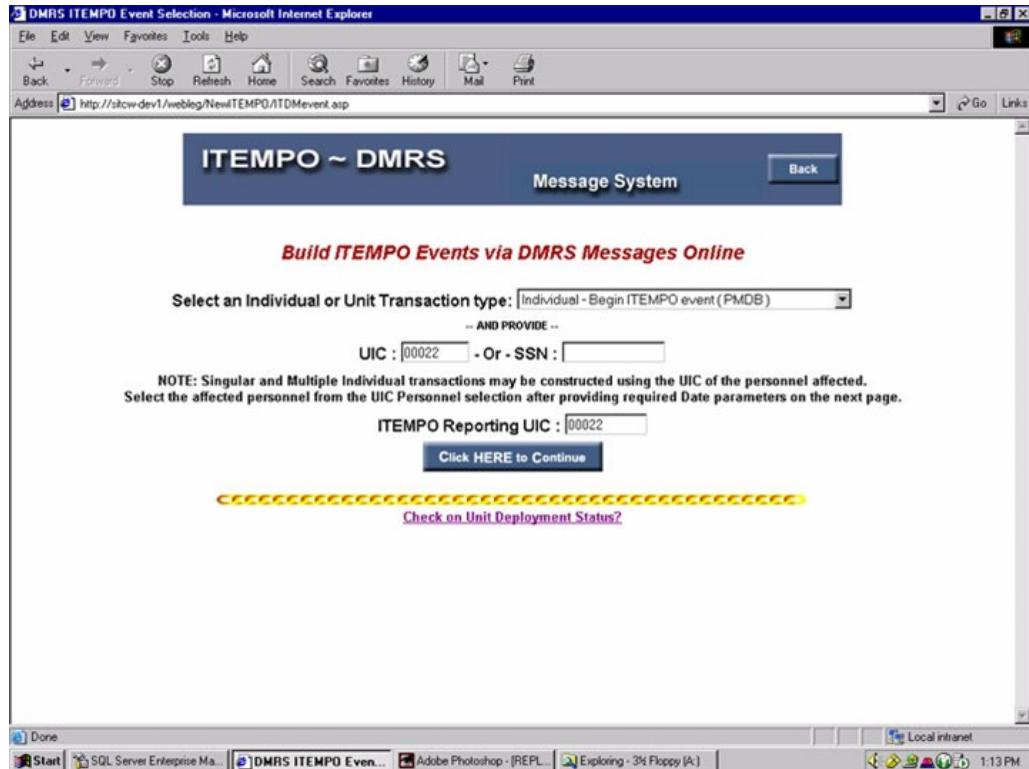
- This is the verification screen, showing the information provided for the PUDF (Unit Set Feedback Flag) transaction.
- Use the back button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PUDF



- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMDB



- This is an example of a Begin Individual Deployment transaction.
- The UIC or SSN must be provided in the UIC or SSN field.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMDB

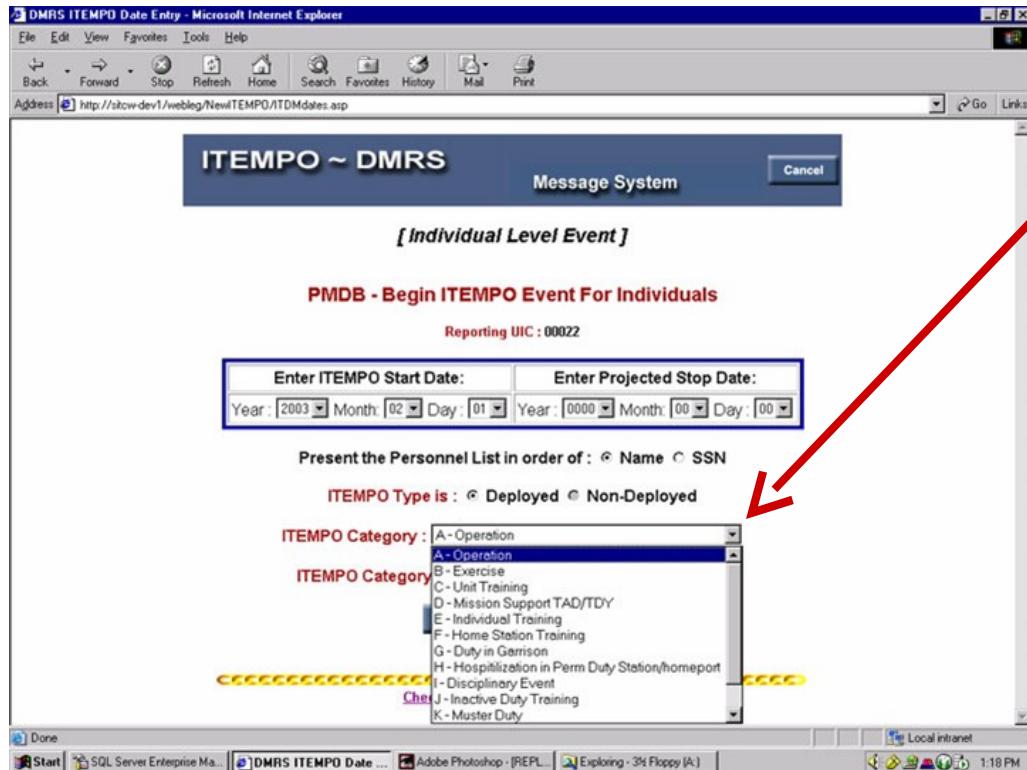
The screenshot shows a Microsoft Internet Explorer window with the title 'DMRS ITEMPO Data Entry - Microsoft Internet Explorer'. The address bar shows the URL: <http://itdev1/webleg/NewITEMPO/ITDMdates.asp>. The main content is a form titled 'ITEMPO ~ DMRS' with a 'Message System' button and a 'Cancel' button. The form is for an 'Individual Level Event' and is titled 'PMDB - Begin ITEMPO Event For Individuals'. It includes a reporting UIC field (00022) and fields for 'Enter ITEMPO Start Date' (Year: 2003, Month: 02, Day: 01) and 'Enter Projected Stop Date' (Year: 0000, Month: 00, Day: 00). There are radio buttons for 'Present the Personnel List in order of: Name' and 'SSN'. The 'ITEMPO Type is' field shows 'Deployed' selected. The 'ITEMPO Category' dropdown is set to 'D - Mission Support TAD/TDY'. The 'ITEMPO Category Purpose' dropdown is set to 'Z - Unknown'. A 'Click HERE to Continue' button is present. At the bottom, there is a link 'Check on Unit Deployment Status?' and a toolbar with icons for Start, SQL Server Enterprise Manager, DMRS ITEMPO Data Entry, Adobe Photoshop, and Exploring - 3½ Floppy (A).

- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the start date and projected end date. The projected end date is optional.

# Builders - PMDB

- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.
- Use the back button to correct any errors noted – or click the ‘Click HERE to Continue’.

# Builders - PMDB - Categories



- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See Pages 44-45 in this guide for a list of all valid ITEMPO category codes and definitions.

# Builders - PMDB - Purposes

DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://itcw-dev1/webleg/NewITEMPO/ITDMDates.asp

ITEMPO ~ DMRS Message System

[Individual Level Event]

PMDB - Begin ITEMPO Event For Individuals

Reporting UIC : 00022

Enter ITEMPO Start Date: Enter Projected Stop Date:

Year: 2003 Month: 02 Day: 01 Year: 0000 Month: 00 Day: 00

Present the Personnel List in order of:  Name  SSN

ITEMPO Type is:  Deployed  Non-Deployed

ITEMPO Category: F - Home Station Training

ITEMPO Category Purpose: Z - Unknown

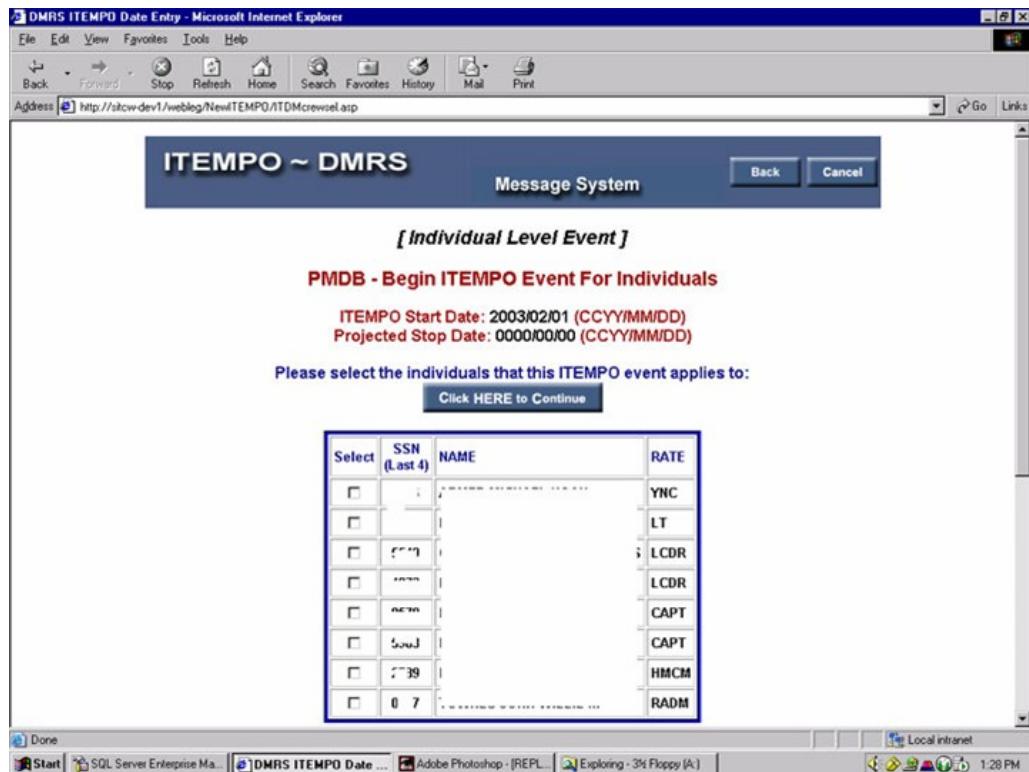
Click HERE to Continue

Check on Unit Deployment Status?

Start SQL Server Enterprise Ma... DMRS ITEMPO Date ... Adobe Photoshop - JREPL... Exploring - 3½ Floppy (A:) Local intranet 1:20 PM

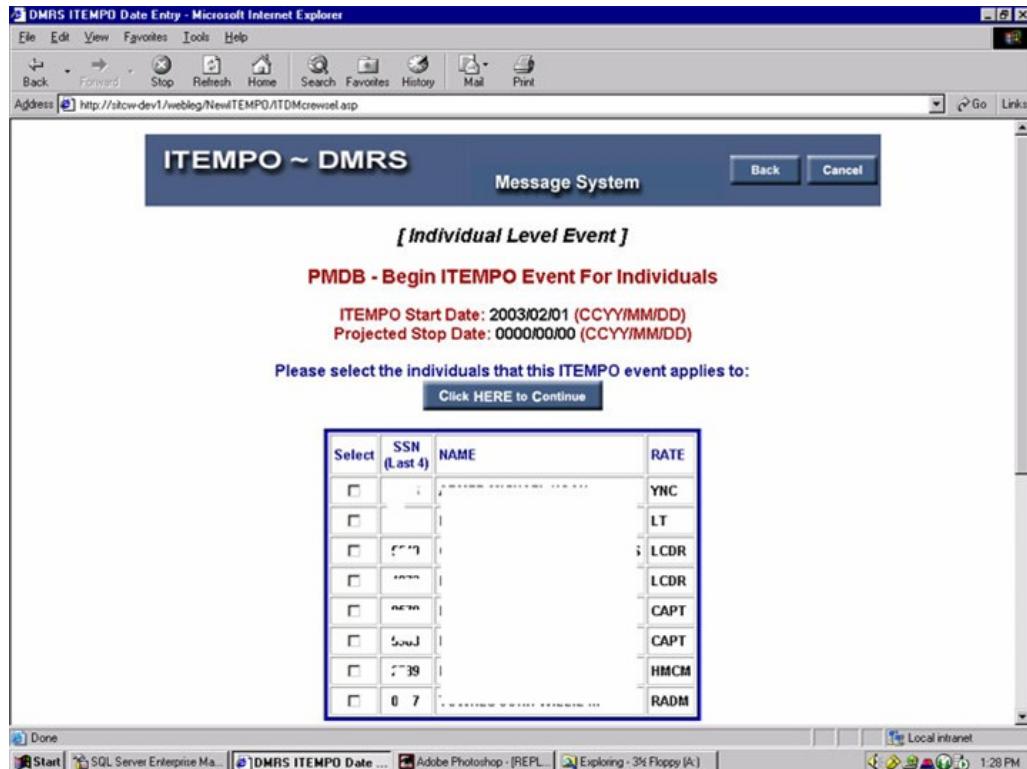
- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.

# Builders - PMDB



- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to Begin an ITEMPO event.

# Builders - PMDB



- Use the click the 'Click HERE to Continue', to process.

# Builders - PMDB

The screenshot shows a Microsoft Internet Explorer window with the title 'DMRS ITEMPO Date Entry - Microsoft Internet Explorer'. The main content area is titled 'ITEMPO ~ DMRS' and 'Message System'. Below this, it says '[Individual Level Event]'. The section 'ITEMPO Reason & Duty UIC Selection' is highlighted in blue. A red banner at the top of the content area says 'PMDB - Begin ITEMPO Event For Individuals'. Below the banner, the 'ITEMPO Start Date' is listed as '2003/01/01 (CCYY/MM/DD)' and the 'Projected Stop Date' as '2004/03/02 (CCYY/MM/DD)'. A blue box contains the instruction 'Select a Duty UIC option to apply to ALL personnel - or - process individually below.' with three buttons: 'Use Assigned UIC', 'Look Up a NAVY UIC', and 'Enter a Navy UIC: [ ]'. Below this is a table with columns 'SSN (Last 4)', 'NAME', 'ITEMPO Reason/Granularity', and 'Duty UIC'. The 'NAME' column shows 'ITEMPO Type Code -> Deployed', 'Tempo Category -> F - Home Station Training', and 'Tempo Purpose -> Z - Unknown'. The 'Duty UIC' column contains three checkboxes: 'Same as Assigned UIC', 'Not a Navy UIC', and 'Lookup a Navy UIC', with an 'Enter a Navy UIC: [ ]' input field. At the bottom of the table, there are 'Done' and 'Start' buttons, along with a 'Local intranet' link and the time '1:51 PM'.

- This is the modify ITEMPO Type Code Screen.
- It is available to permit changing an individual's deployed/non-deployed status. Currently all statuses should be left as "deployed".
- You may also change ITEMPO category and purpose.

# Builders - PMDB - Duty UIC

DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: [Y!](#) Search Football NCAA Football Games Mail Comics Sign Out Baseball Lottery

ITEMPO ~ DMRS

Message System Back

[Individual Level Event]

ITEMPO Reason & Duty UIC Selection

PMDB - Begin ITEMPO Event For Individuals

ITEMPO Start Date: 2003/01/01 (CCYY/MM/DD)  
Projected Stop Date: 2004/03/02 (CCYY/MM/DD)

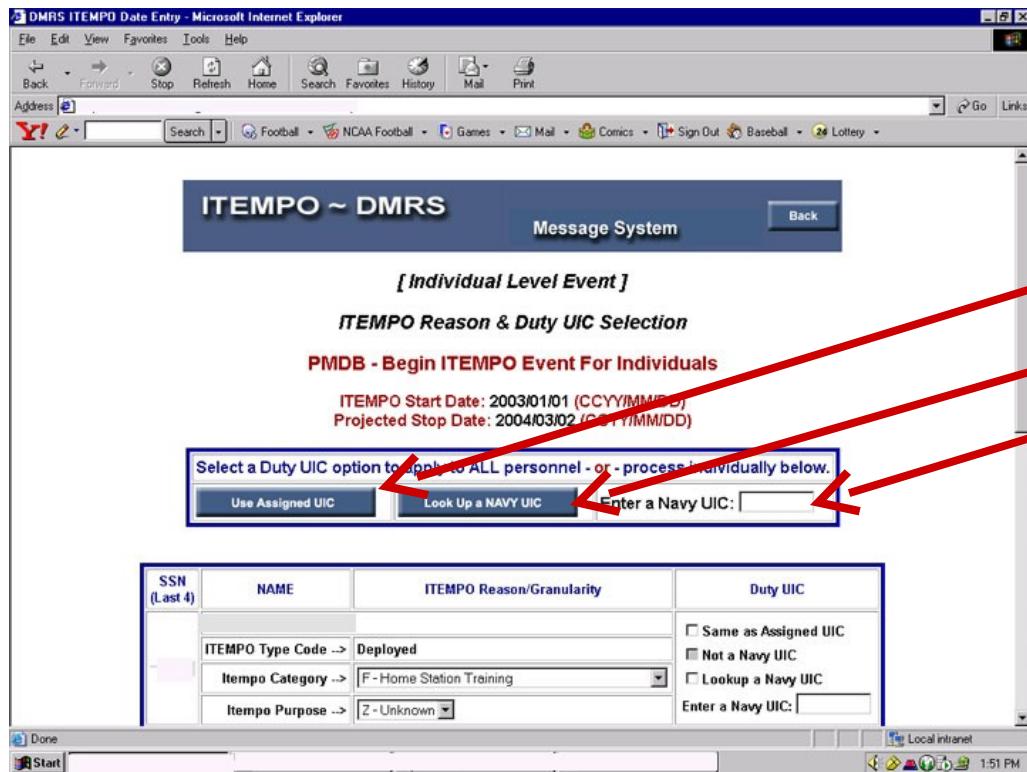
Select a Duty UIC option to apply to ALL personnel - or - process individually below.

Use Assigned UIC   Look Up a NAVY UIC   Enter a Navy UIC:

SSN (Last 4)	NAME	ITEMPO Reason/Granularity	Duty UIC
		ITEMPO Type Code -> Deployed	<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC Enter a Navy UIC: <input type="text"/>
		Itempo Category -> F - Home Station Training	
		Itempo Purpose -> Z - Unknown	

- The modify ITEMPO Type Code Screen is also used to select the Duty UIC for the members in the PMDB transaction.
- Two methods are available for Duty UIC selection:
  - Select Duty UIC to apply to all personnel, or
  - Specify Duty UIC by member (if some members have a different Duty UIC than others in the transaction).

# Builders - PMDB - Duty UIC



DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: [Y! Search](#) Football NCAA Football Games Mail Comics Sign Out Baseball Lottery

ITEMPO ~ DMRS Message System Back

[Individual Level Event]

ITEMPO Reason & Duty UIC Selection

PMDB - Begin ITEMPO Event For Individuals

ITEMPO Start Date: 2003/01/01 (CCYY/MM/DD)  
Projected Stop Date: 2004/03/02 (CCYY/MM/DD)

Select a Duty UIC option to apply to ALL personnel - or - process individually below.

SSN (Last 4)	NAME	ITEMPO Reason/Granularity	Duty UIC
		ITEMPO Type Code -> Deployed Itempo Category -> F - Home Station Training Itempo Purpose -> Z - Unknown	<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC <input type="text" value="Enter a Navy UIC:"/>

Done Local intranet 1:51 PM

- Three options are available for entering Duty UIC:
  - Same as assigned
  - Lookup UIC
  - Enter a NAVY UIC.

# Builders - PMDB – Duty UIC

DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address:

Use Assigned UIC Look Up a NAVY UIC Enter a Navy UIC:

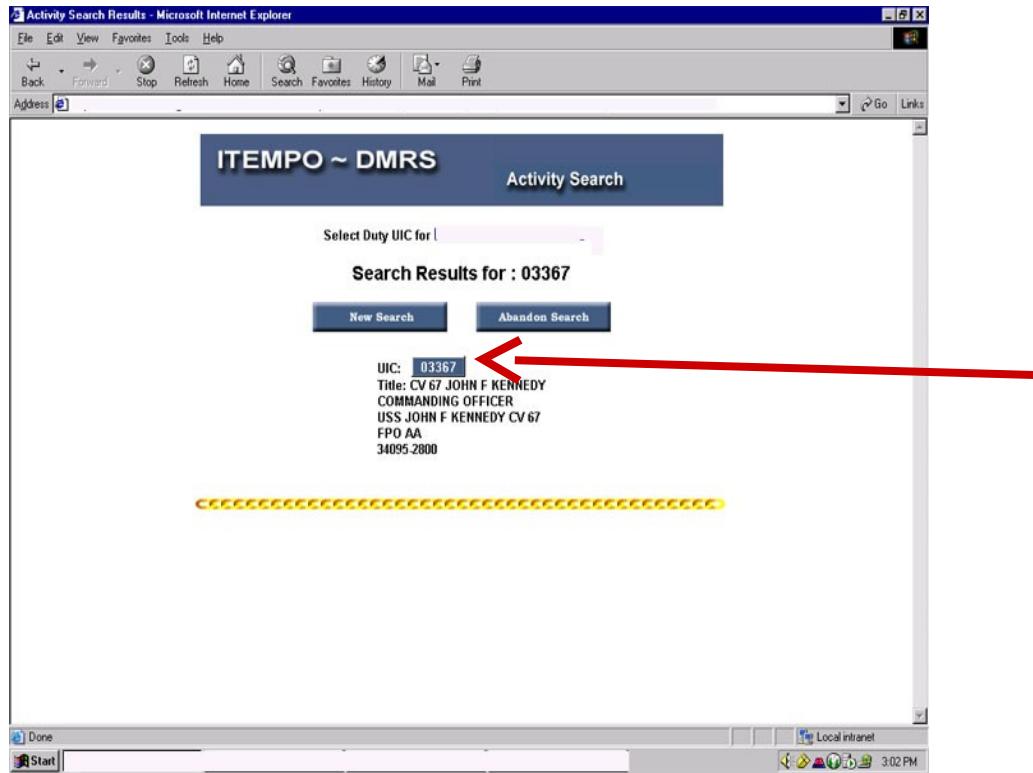
SSN (Last 4)	NAME	ITEMPO Reason/Granularity	Duty UIC
		ITEMPO Type Code -> Deployed Itempo Category -> F - Home Station Training Itempo Purpose -> Z - Unknown	<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC Enter a Navy UIC: 03365
		ITEMPO Type Code -> Deployed Itempo Category -> F - Home Station Training Itempo Purpose -> Z - Unknown	<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC Enter a Navy UIC: <input type="text"/>
		ITEMPO Type Code -> Deployed Itempo Category -> F - Home Station Training Itempo Purpose -> Z - Unknown	<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC Enter a Navy UIC: 03367

Click HERE to Continue

Done Local intranet 2:47 PM

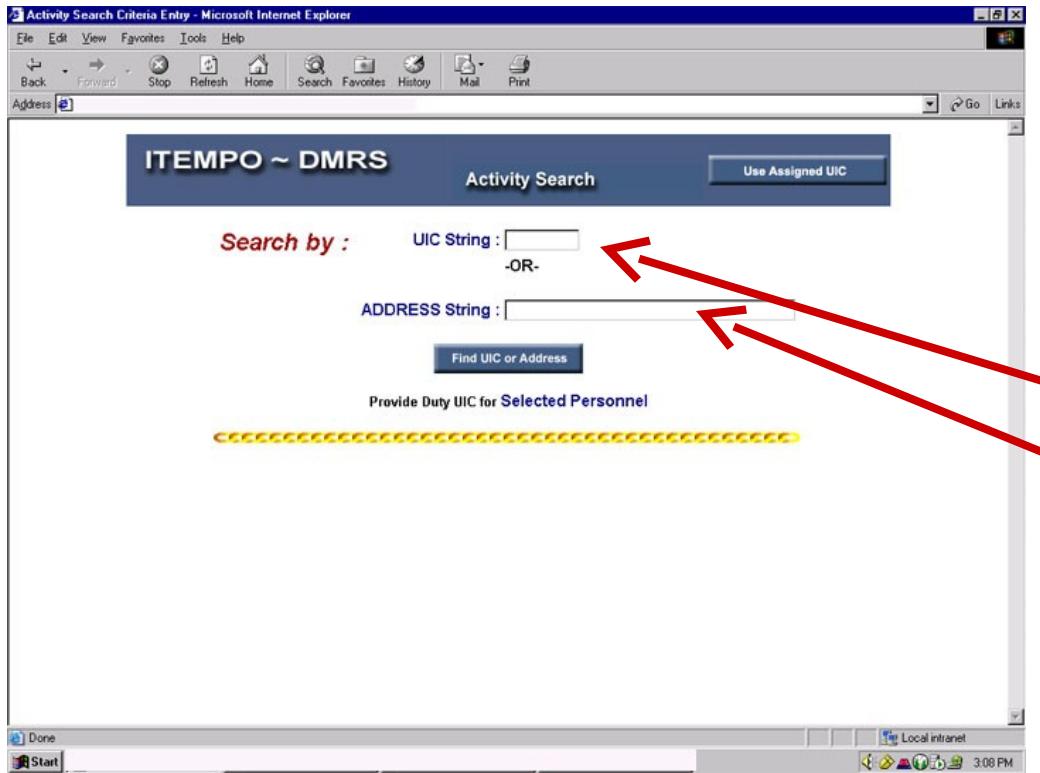
- A different Duty UIC can be entered or looked up for **each** member of the transaction.
- Select the desired option and “Click HERE to Continue”.

# Builders - PMDB – Duty UIC



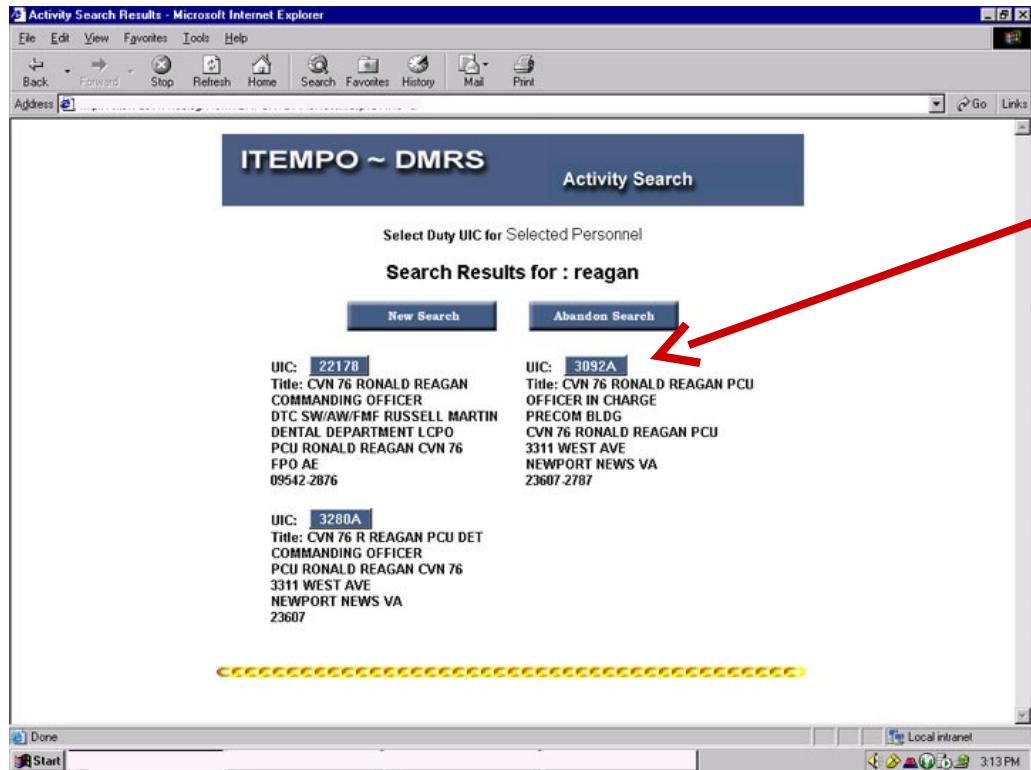
- This screen is displayed when the UIC number is entered in the “Enter a NAVY UIC” block at the MEMBER or UNIT selection level.
- Select the [UIC](#) button in the address entry to confirm this UIC.
- Select the “New Search to search for a UIC.

# Builders - PMDB – Duty UIC



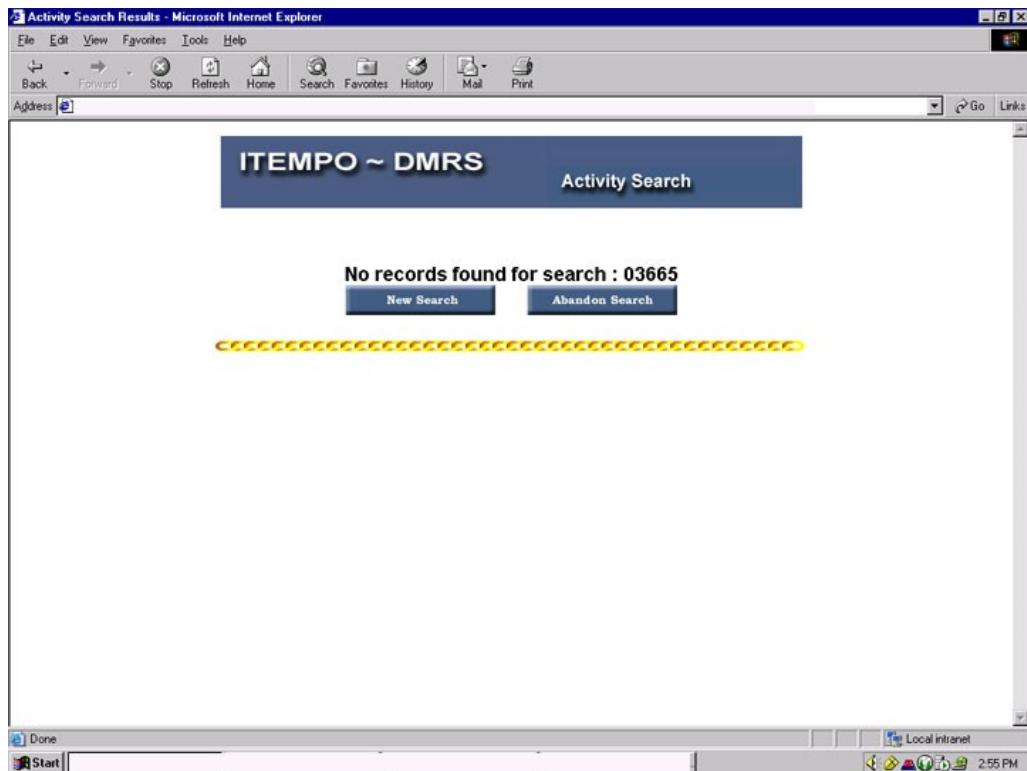
- This screen is displayed when the “Lookup NAVY UIC” option is selected from the MEMBER or UNIT selection level.
- Enter search criteria in the “UIC String” or “ADDRESS String” block.
- Select “Find UIC or Address” to search for a UIC.

# Builders - PMDB – Duty UIC



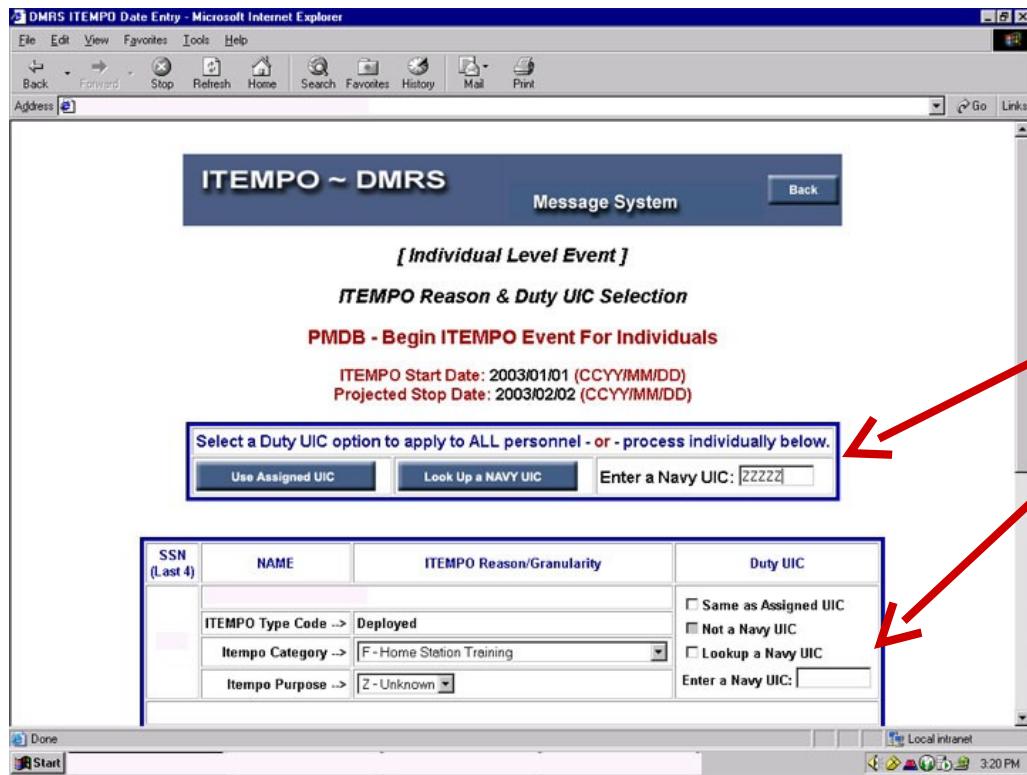
- Example screen returned based on activity search string.
- Select the desired UIC by selecting the **UIC** button in the address.
- Select “New Search” to try new search criteria if the desired unit is not listed.
- Select the “Abandon Search” to stop searching and mark this Duty UIC as a “non NAVY” UIC.

# Builders - PMDB - Duty UIC (Non-Navy)



- This screen is displayed if UIC is not found.
- Select “Abandon Search” to stop searching.
- Select “New Search” to try another search.

# Builders - PMDB - Duty UIC (Non-Navy)



DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: E

ITEMPO ~ DMRS Message System Back

[ Individual Level Event ]

ITEMPO Reason & Duty UIC Selection

PMDB - Begin ITEMPO Event For Individuals

ITEMPO Start Date: 2003/01/01 (CCYY/MM/DD)  
Projected Stop Date: 2003/02/02 (CCYY/MM/DD)

Select a Duty UIC option to apply to ALL personnel - or - process individually below.

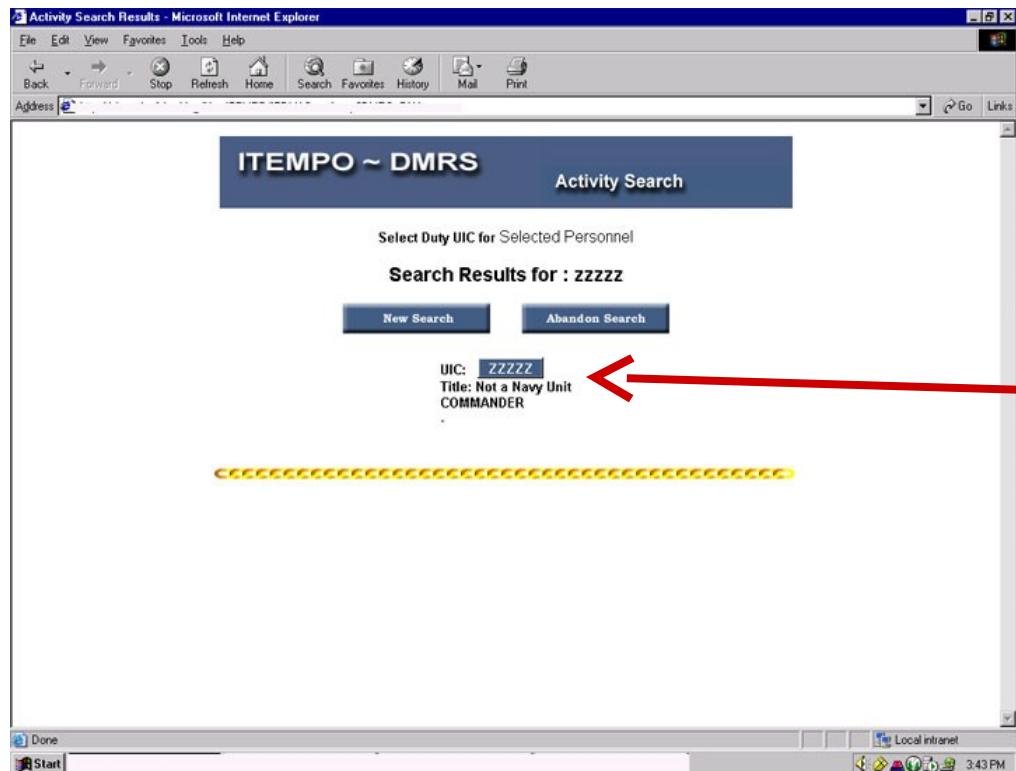
Use Assigned UIC   Look Up a NAVY UIC   Enter a Navy UIC:

SSN (Last 4)	NAME	ITEMPO Reason/Granularity	Duty UIC
			<input type="checkbox"/> Same as Assigned UIC <input type="checkbox"/> Not a Navy UIC <input type="checkbox"/> Lookup a Navy UIC Enter a Navy UIC: <input type="text"/>
		ITEMPO Type Code -> Deployed Itempo Category -> F - Home Station Training Itempo Purpose -> Z - Unknown	

Done Start Local intranet 3:20 PM

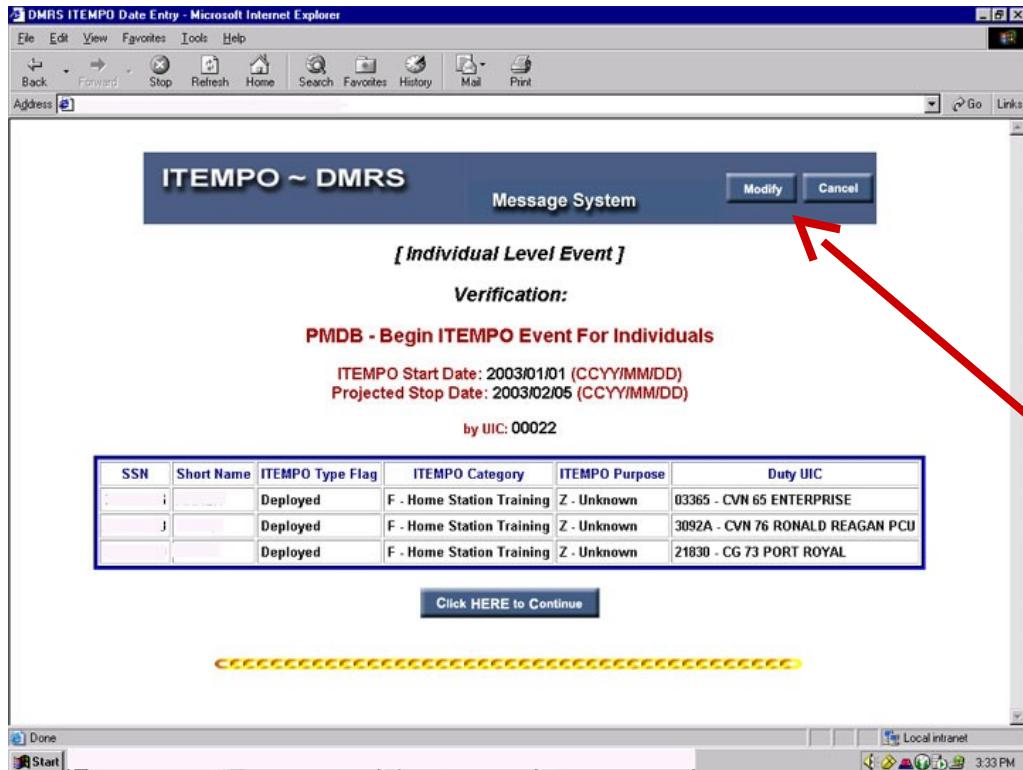
- There is currently no capability to search for other than NAVY units.
- If the Duty UIC is to a non-Navy UIC, enter ZZZZZ (5 Z's) in the "Enter a NAVY UIC field at either the UIC or member entry level.
- Select "Click HERE to Continue".

# Builders - PMDB - Duty UIC (Non-Navy)



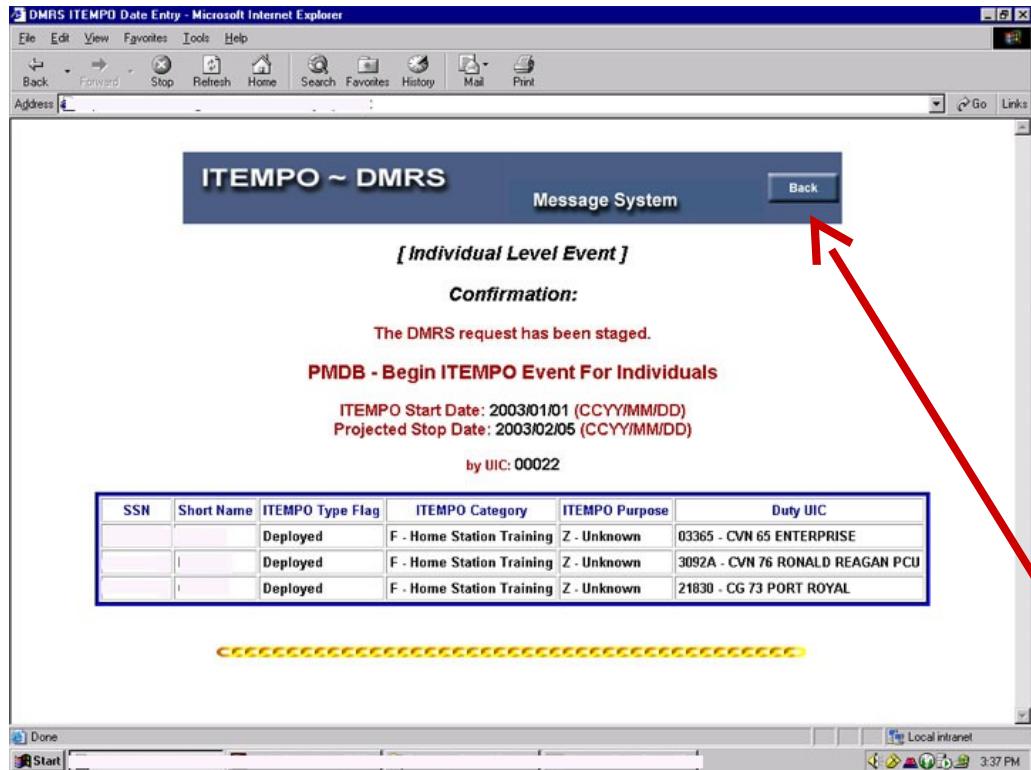
- Example activity search verification screen showing the “Non Navy” Duty UIC selection.
- Click the **zzzzz** UIC link to select the non Navy UIC option.

# Builders - PMDB



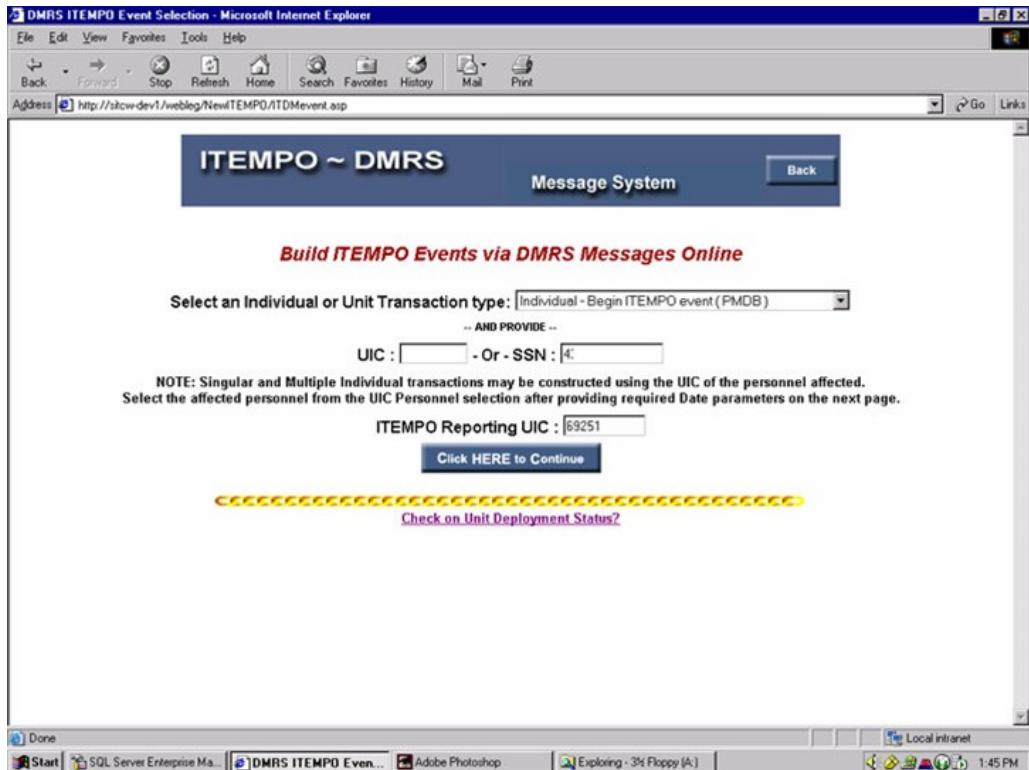
- This is the verification screen, showing the information provided for the PMDB (Individual Start) transaction.
- Use the “MODIFY” button to correct any errors noted.
- Select the “Cancel” button to exit the screen.

# Builders - PMDB



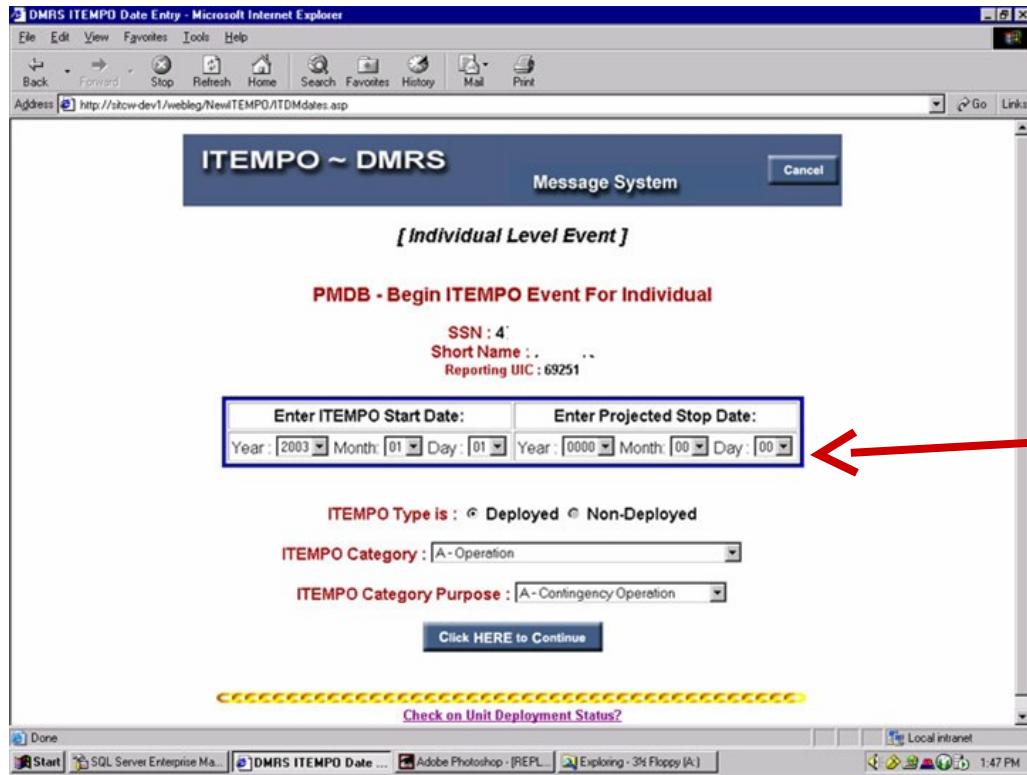
- This screen is the confirmation that you selected “Click HERE to Continue” from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.
- Select the “Back” button to exit the screen.

# Builders - PMDB



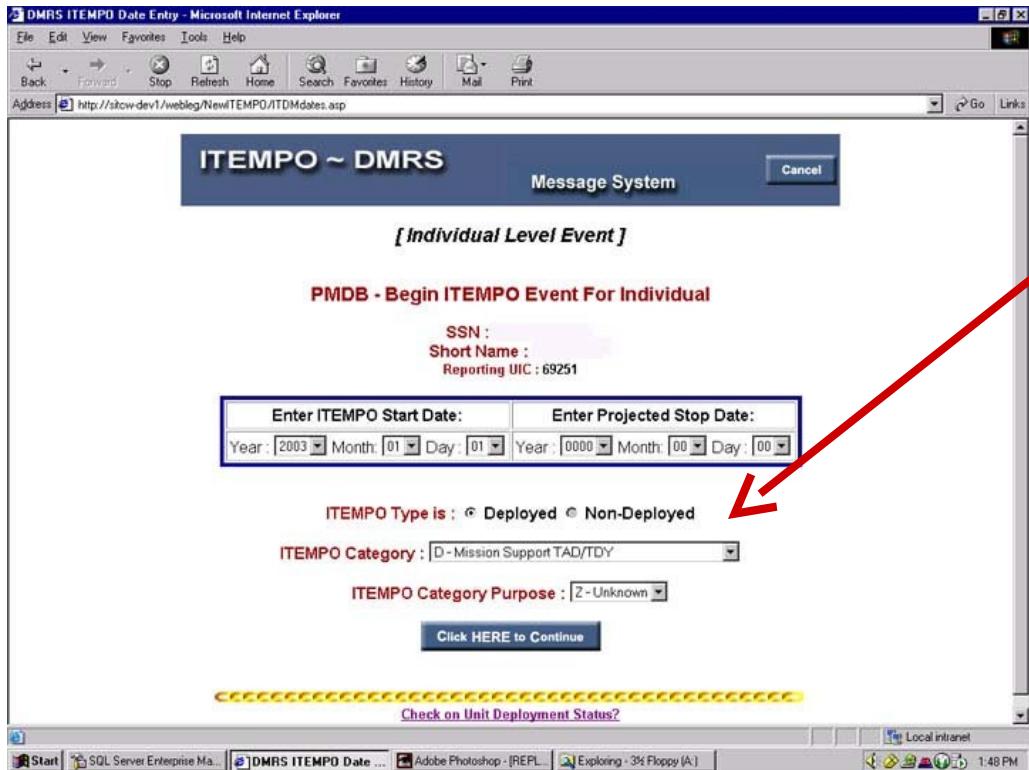
- This is an example of a Begin Individual Deployment transaction.
- In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMDB



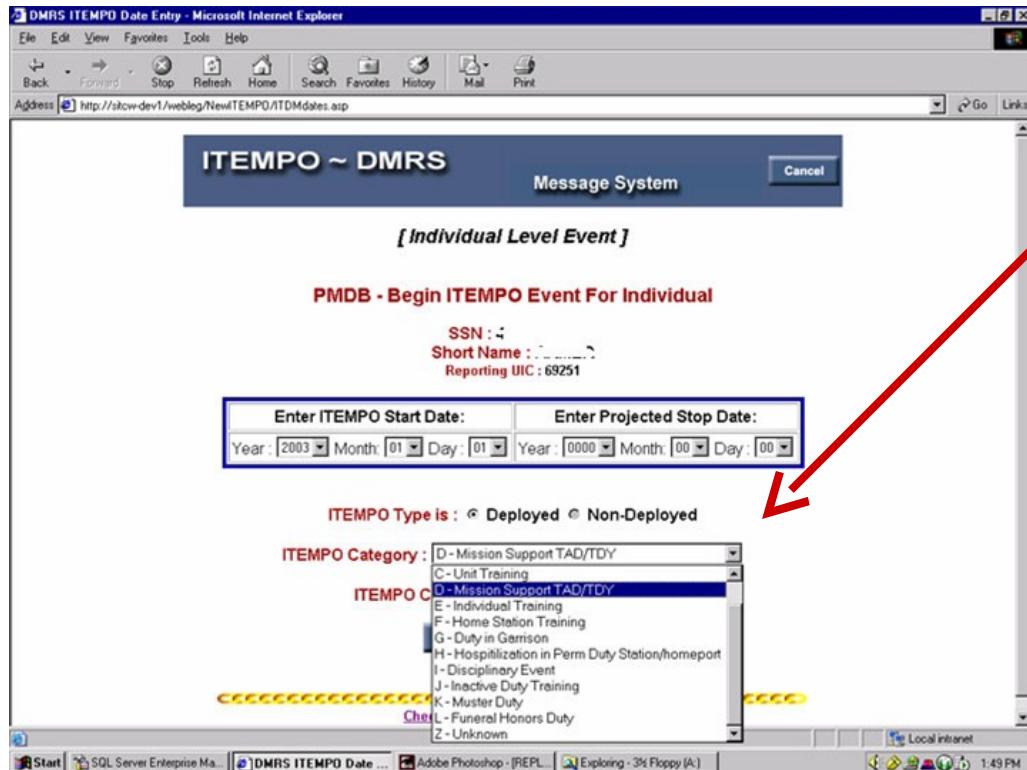
- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.
- Pull down screens are provided to enter the start date and projected end date. All zeros may be used if such data is considered classified.

# Builders - PMDB



- Also provided is an ITEMPO Type radio button. As of now, only deployed ITEMPO events are processed, so the radio button here is fixed.
- Use the back button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMDB - Categories



- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See Pages 44-45 for a list of all valid ITEMPO category codes and definitions.

# Builders - PMDB - Purposes

DMRS ITEMPO Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://show-dev1/weblig/NewITEMPO/ITDMDates.asp

ITEMPO ~ DMRS Message System Cancel

[Individual Level Event]

PMDB - Begin ITEMPO Event For Individual

SSN : -----  
Short Name :  
Reporting UIC : 69251

Enter ITEMPO Start Date: Enter Projected Stop Date:

Year: 2003 Month: 01 Day: 01 Year: 0000 Month: 00 Day: 00

ITEMPO Type is :  Deployed  Non-Deployed

ITEMPO Category : B-Exercise

ITEMPO Category Purpose : J - Joint or Combined Exercise  
K - Service Exercise  
L - NATO Exercise  
P - Hospitalization  
Z - Unknown

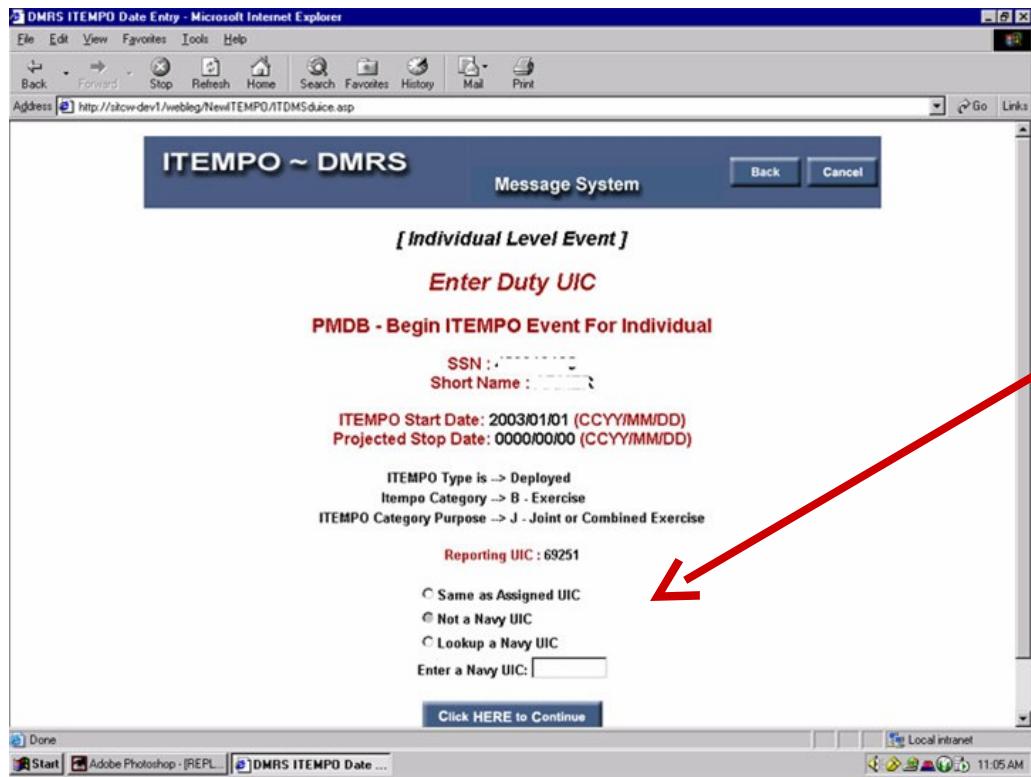
Click HERE

Check on Unit Deployment Status?

Done Start Adobe Photoshop DMRS ITEMPO Data ... Local intranet 11:03 AM

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See Pages 47-51 for a list of all valid ITEMPO purpose codes and definitions.

# Builders - PMDB – Duty UIC



DMRS ITEMPO Date Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address: http://itnow-dev1/weblog/NewITEMPO/ITDMSduice.asp

**ITEMPO ~ DMRS** Message System Back Cancel

*[Individual Level Event]*

**Enter Duty UIC**

**PMDB - Begin ITEMPO Event For Individual**

SSN :  Short Name :

ITEMPO Start Date: 2003/01/01 (CCYY/MM/DD)  
Projected Stop Date: 0000/00/00 (CCYY/MM/DD)

ITEMPO Type is -> Deployed  
Itempo Category -> B - Exercise  
ITEMPO Category Purpose -> J - Join or Combined Exercise

Reporting UIC : 69251

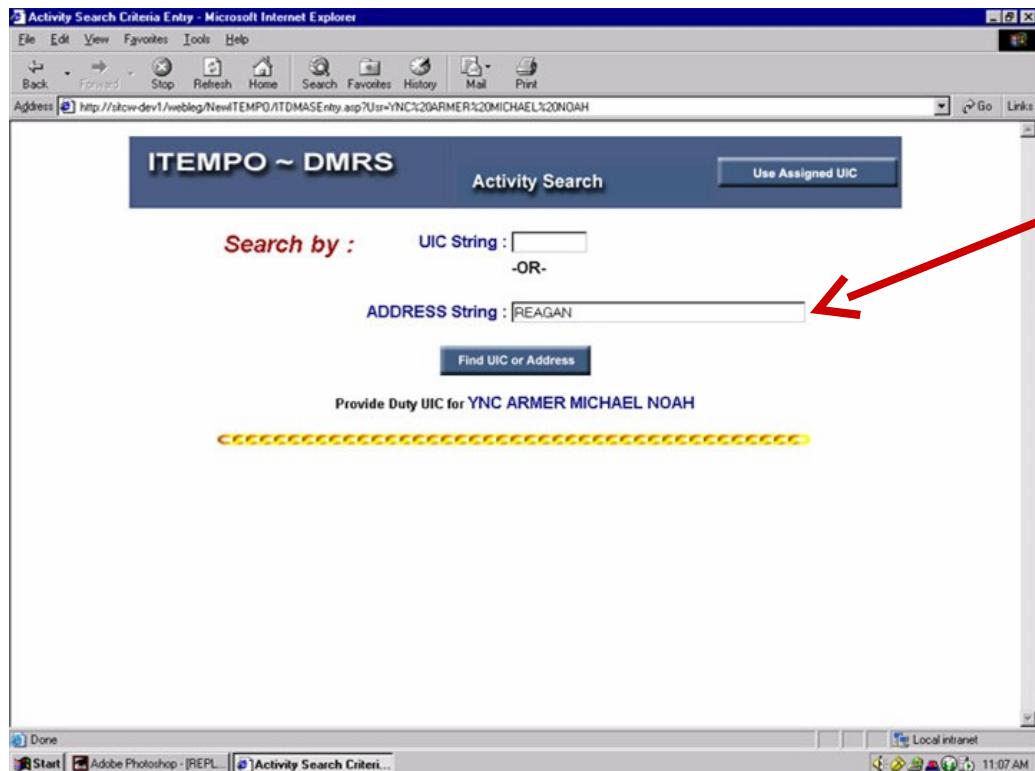
Same as Assigned UIC  
 Not a Navy UIC  
 Lookup a Navy UIC

Enter a Navy UIC:

Click HERE to Continue

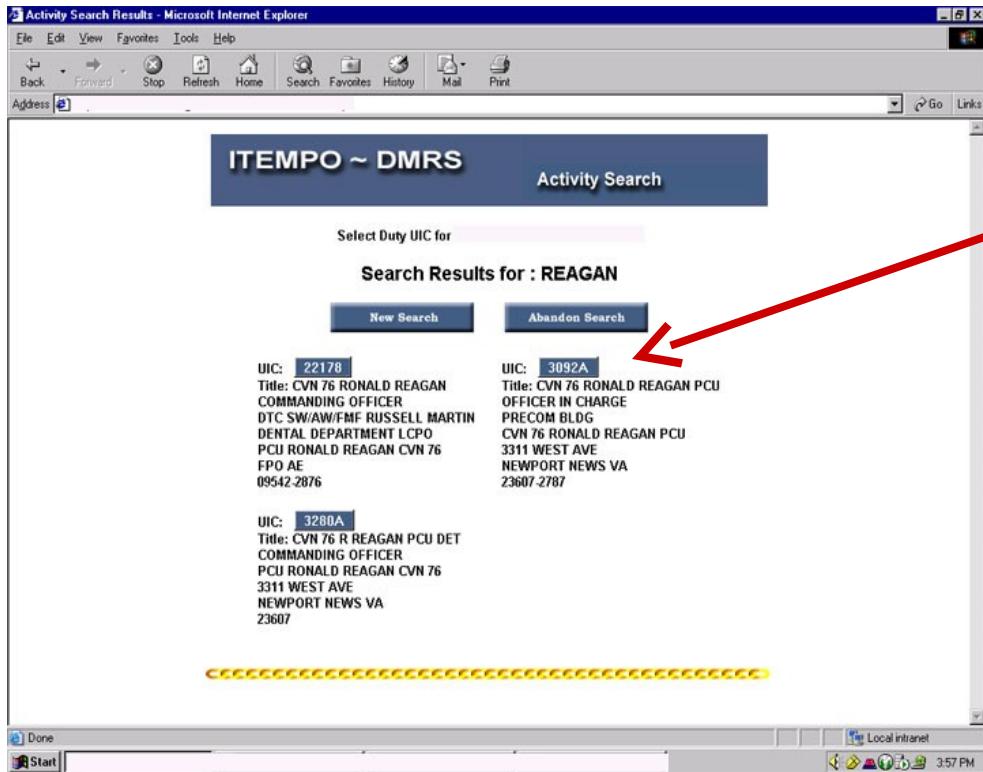
- Three options are available for entering Duty UIC:
  - Same as assigned UIC (unit UIC for unit events or member's Permanent Duty Station for individual events)
  - Lookup a Navy UIC
  - Enter a Navy UIC.
- Select the desired option and 'Click HERE to continue'
- A fourth option:
  - Not a Navy UIC is **not available for initial selection**. The "Lookup Navy UIC" option must be utilized first.

# Builders - PMDB – Duty UIC



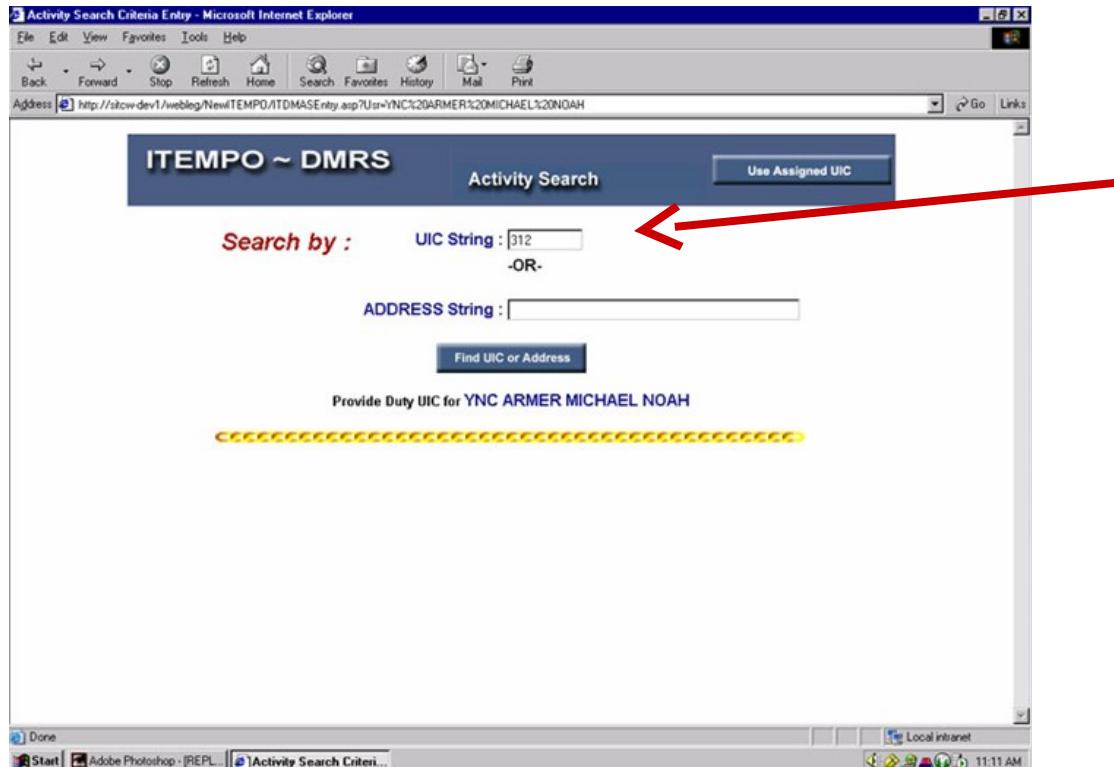
- If the 'Lookup Navy UIC' option is selected, this screen is displayed.
- Enter ADDRESS or UIC string to search for in the appropriate box.

# Builders - PMDB – Duty UIC



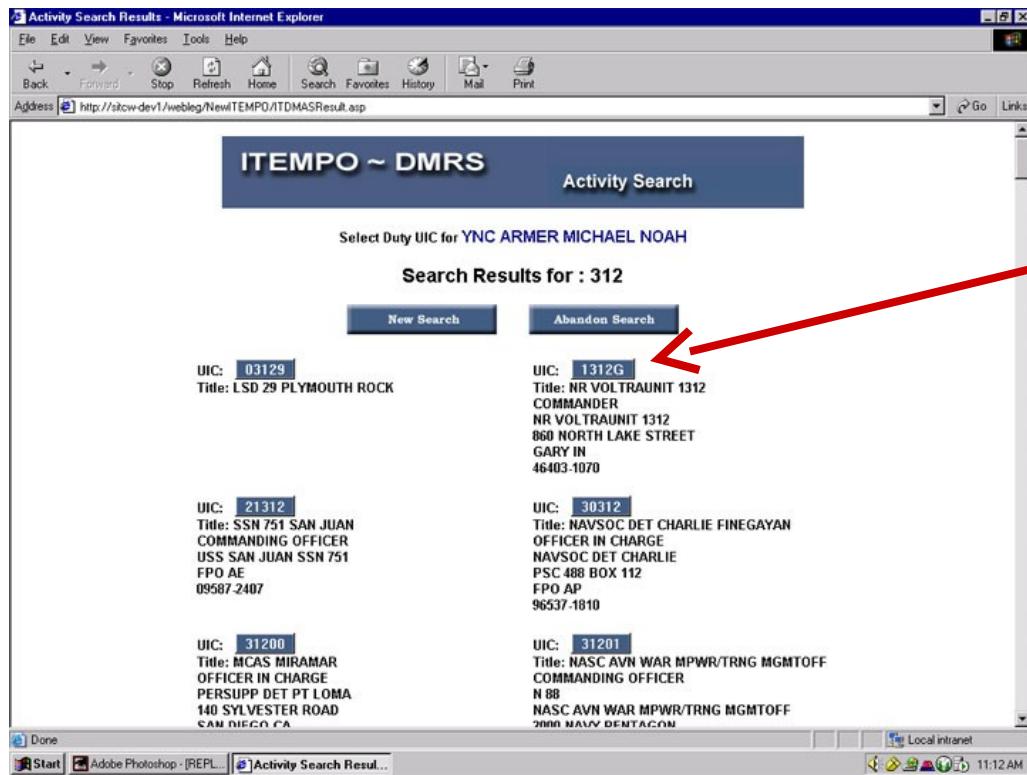
- This is a sample screen that will be returned on an 'ADDRESS' search.
- Select the desired unit by clicking on the **UIC** button in the address entry.
- If the desired unit is not listed, select 'New Search' to enter new search criteria.

# Builders - PMDB – Duty UIC



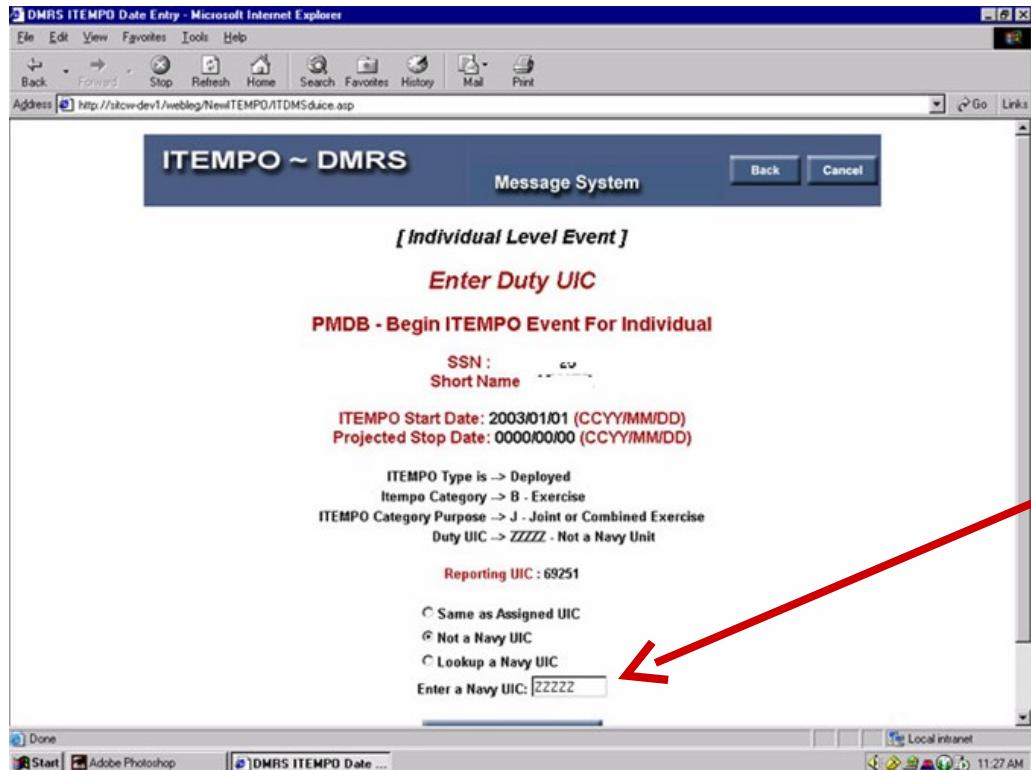
- Search of the unit number field is also possible. Enter the string to search for in the 'UIC' number field.

# Builders - PMDB - Duty UIC



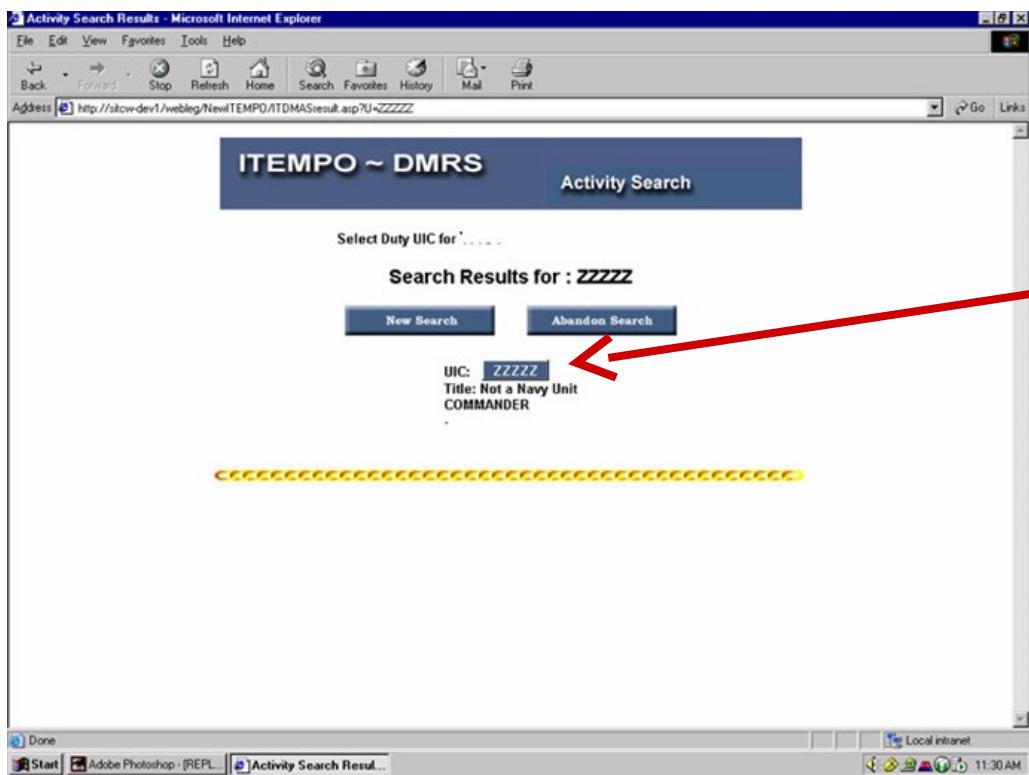
- This is a sample screen that will be returned on an 'UIC' search.
- Select the desired unit by clicking on the **UIC** button in the address entry.
- If the desired unit is not listed, select 'New Search' to enter new search criteria.
- Select 'Abandon Search' to stop searching and mark this Duty UIC as a 'non-NAVY' UIC.

# Builders - PMDB - Duty UIC (Non-Navy)



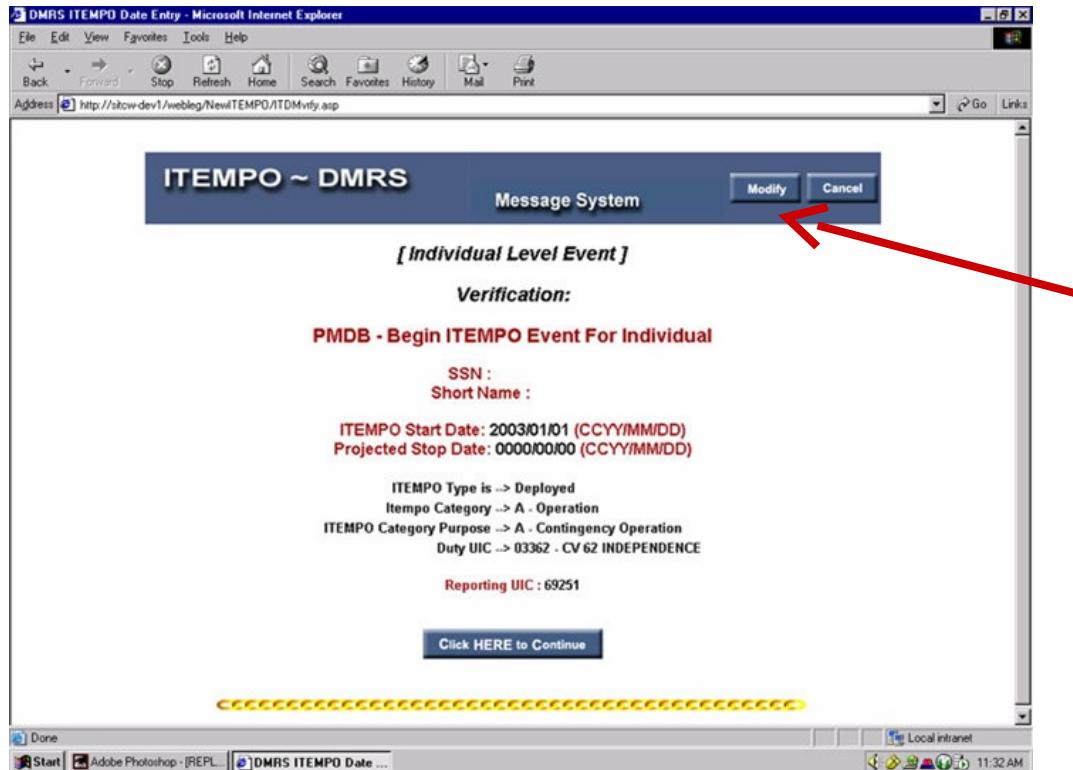
- There is currently no capability to search for other than NAVY units.
- If the Duty UIC is to a non-Navy UIC, enter 'ZZZZZ' (5 Z's) in the 'Enter a NAVY UIC' field.
- Select 'Click HERE to continue'.

# Builders - PMDB - Duty UIC (Non-Navy)



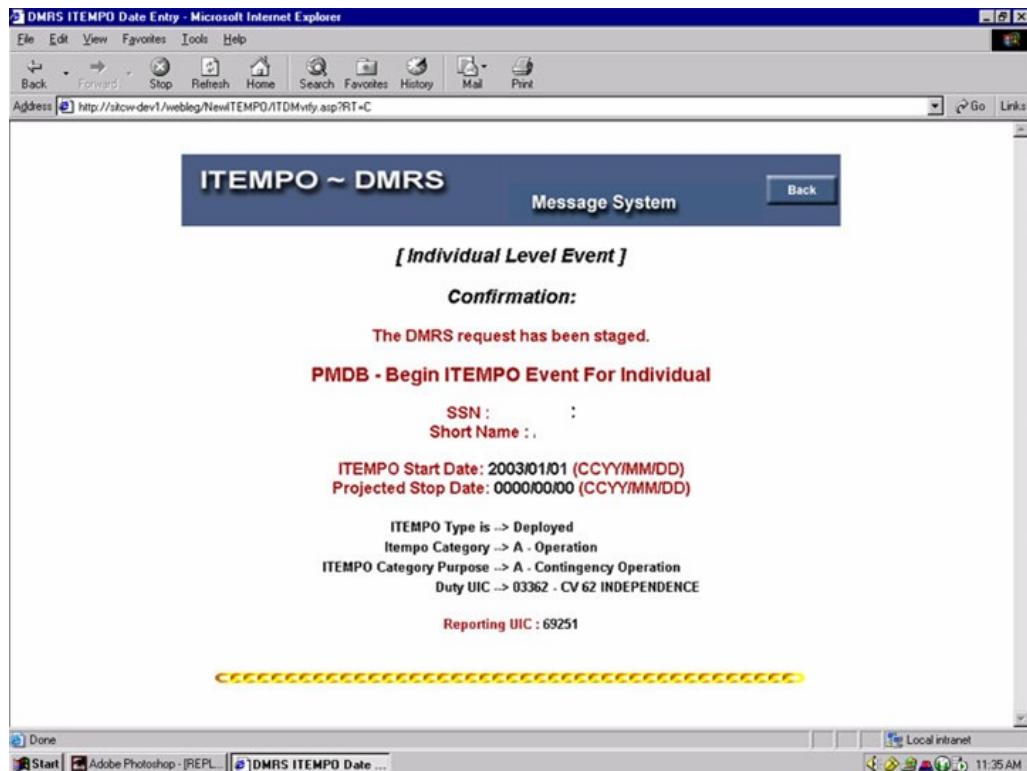
- Example activity search verification screen showing the 'non-Navy' Duty UIC selection.
- Click the zzzzz UIC link to select the non-Navy UIC option.

# Builders - PMDB



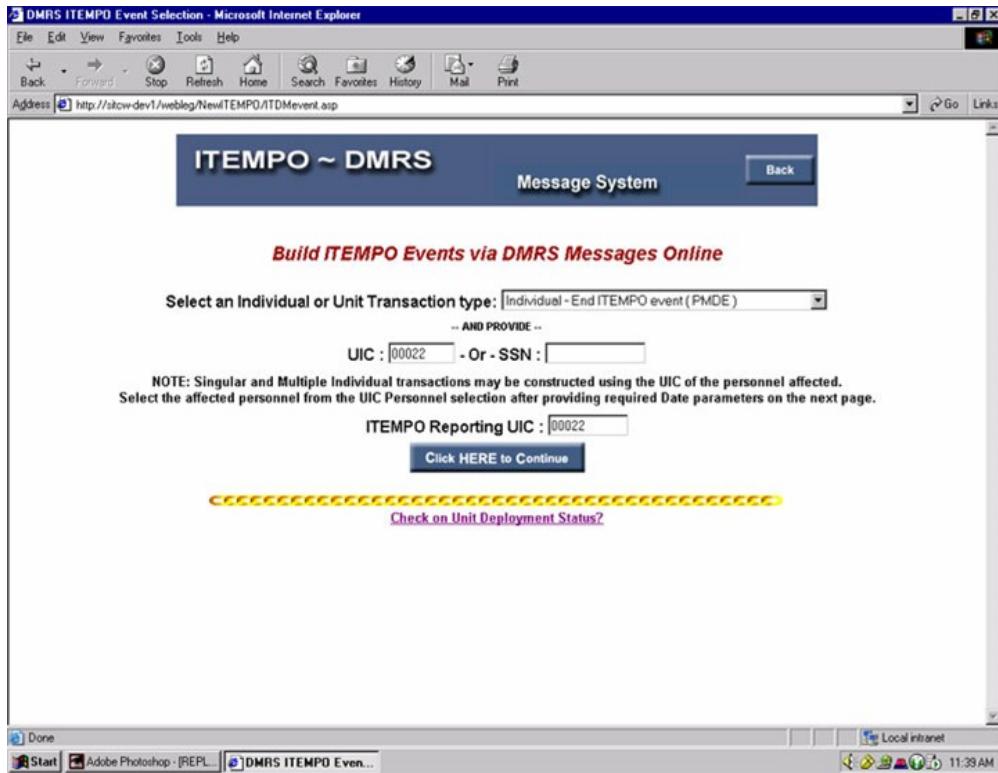
- This is the verification screen, showing the information provided for the PMDB (Individual Start) transaction.
- Use the 'Modify button' to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMDB



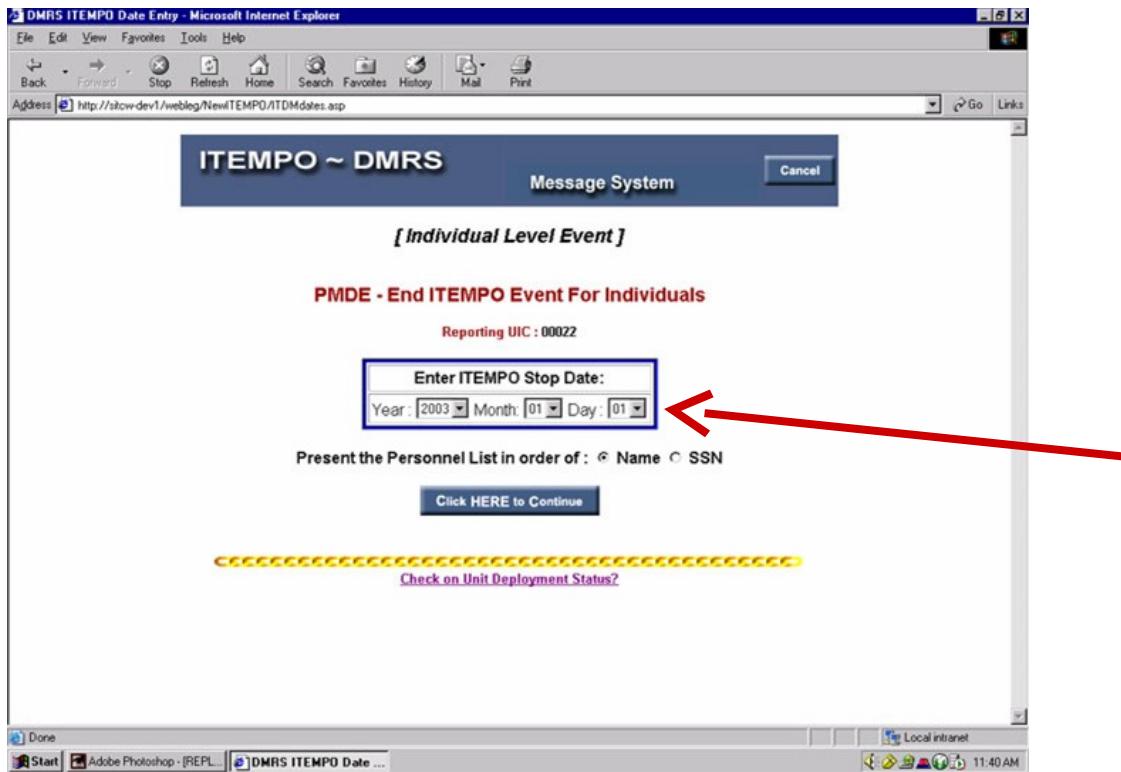
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous Verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMDE



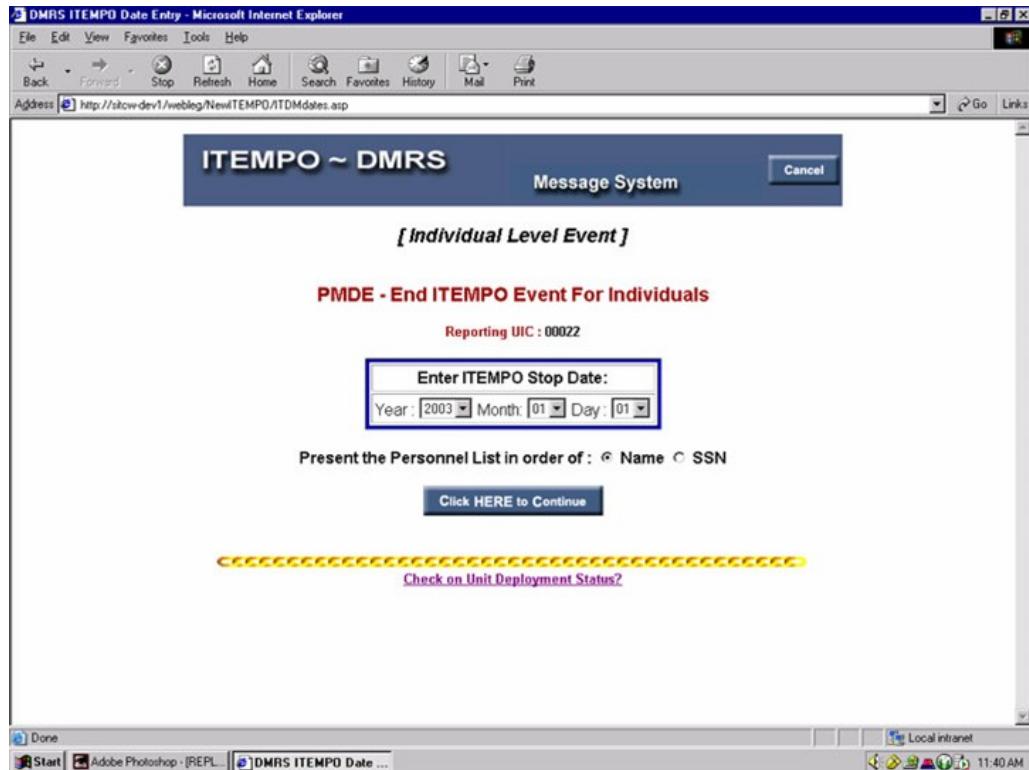
- This is an example of an End Individual Deployment transaction.
- The UIC or SSN must be provided in the UIC or SSN field.
- The reporting UIC is the UIC of the individual who will be releasing the message.
- The UICs will be checked as being valid.

# Builders - PMDE



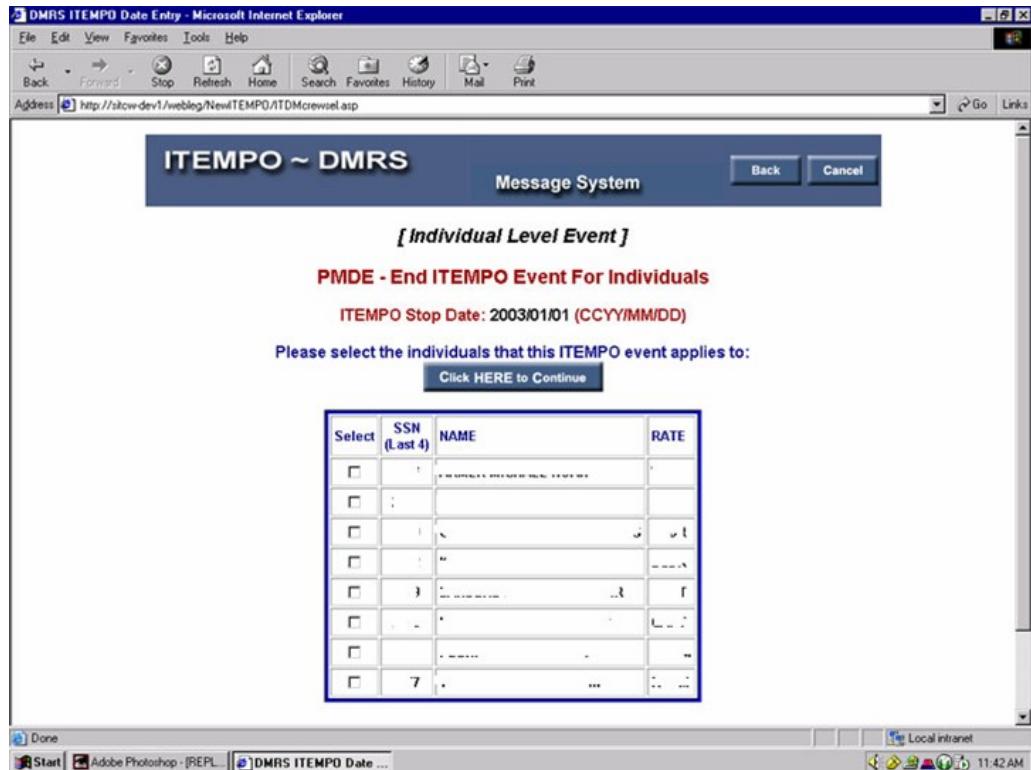
- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the stop date.

# Builders - PMDE



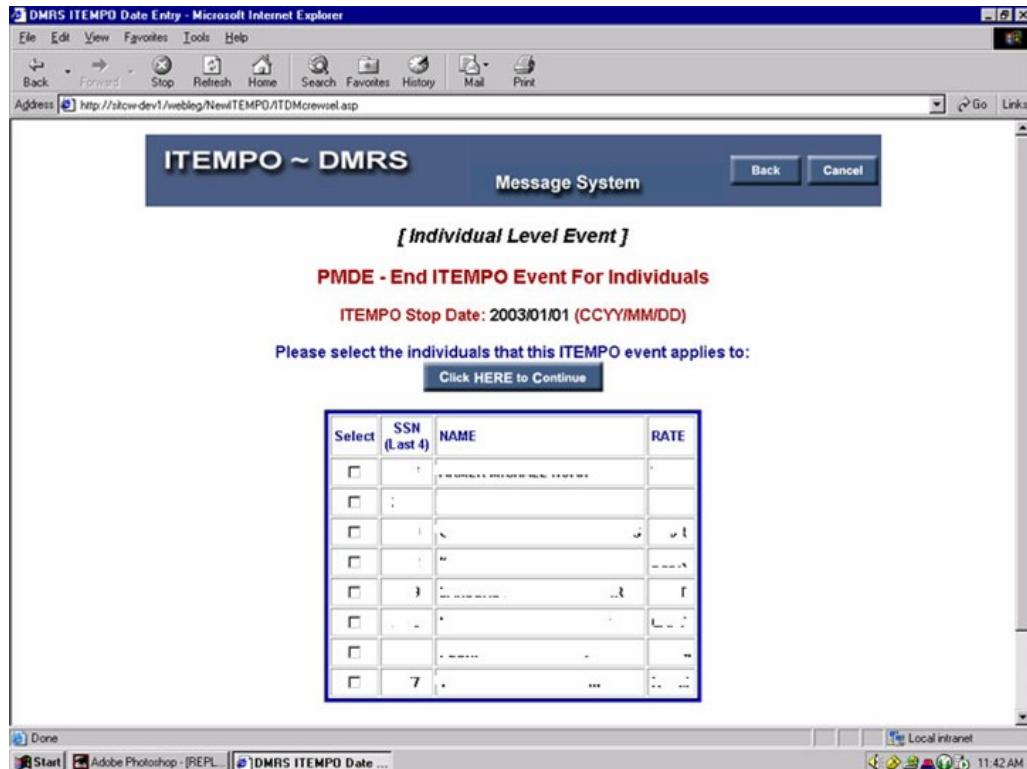
- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.
- Use the Cancel button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMDE



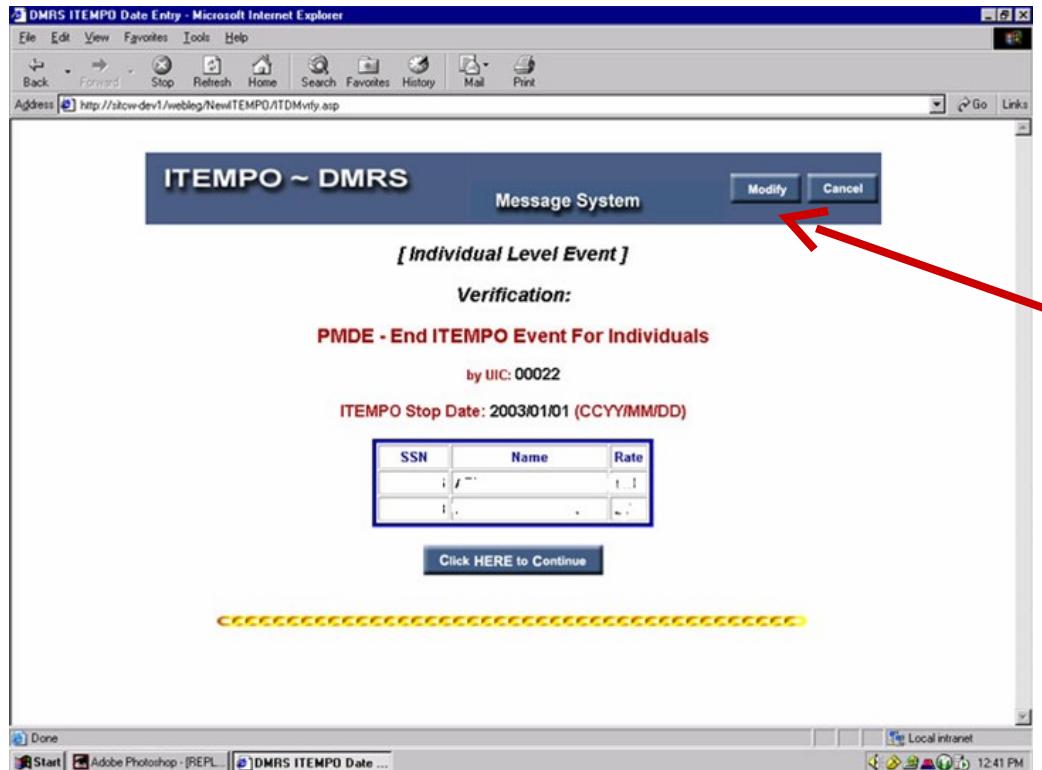
- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to End an ITEMPO event.

# Builders - PMDE



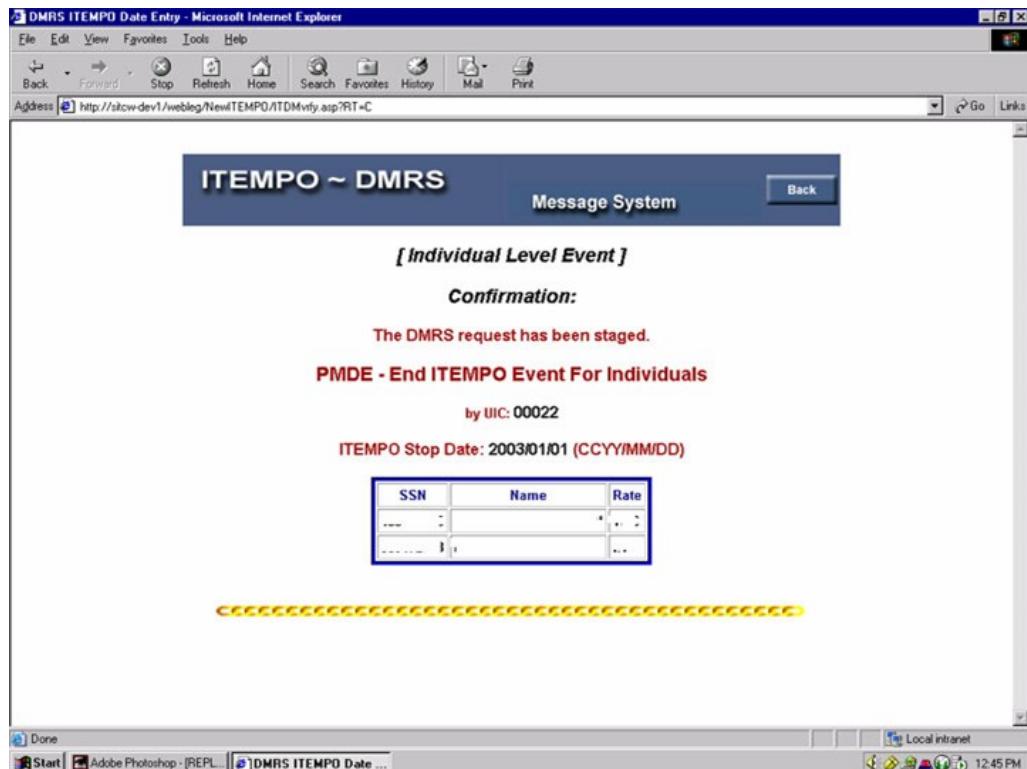
- Use the back button to correct any errors noted – or click the ‘Click HERE to Continue’.

# Builders - PMDE



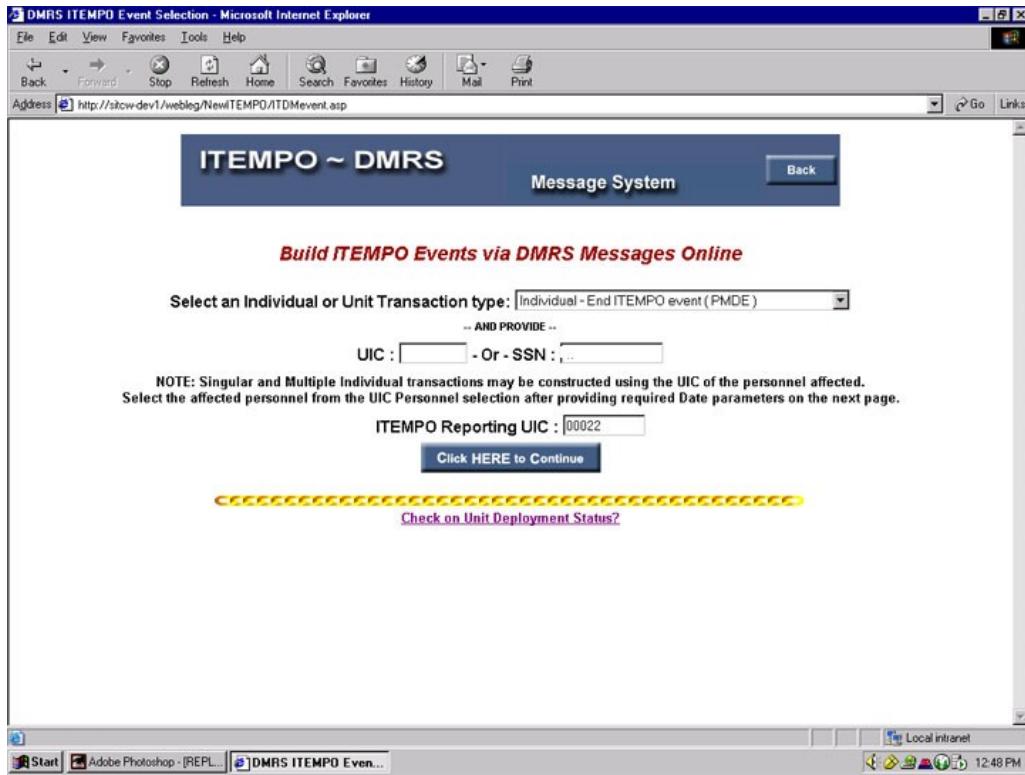
- This is the verification screen, showing the information provided for the PMDE (Individual Stop) transaction.
- Use the 'Modify' button' to correct any errors noted – or click the 'Click HERE to Continue'.

# Builders - PMDE



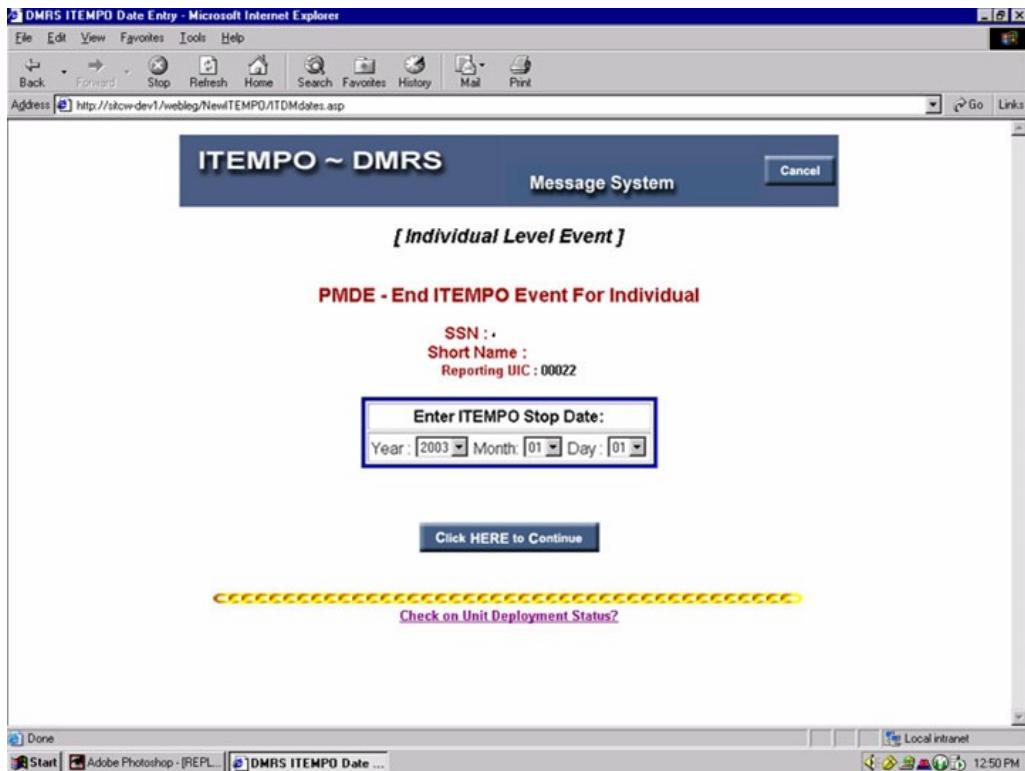
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMDE



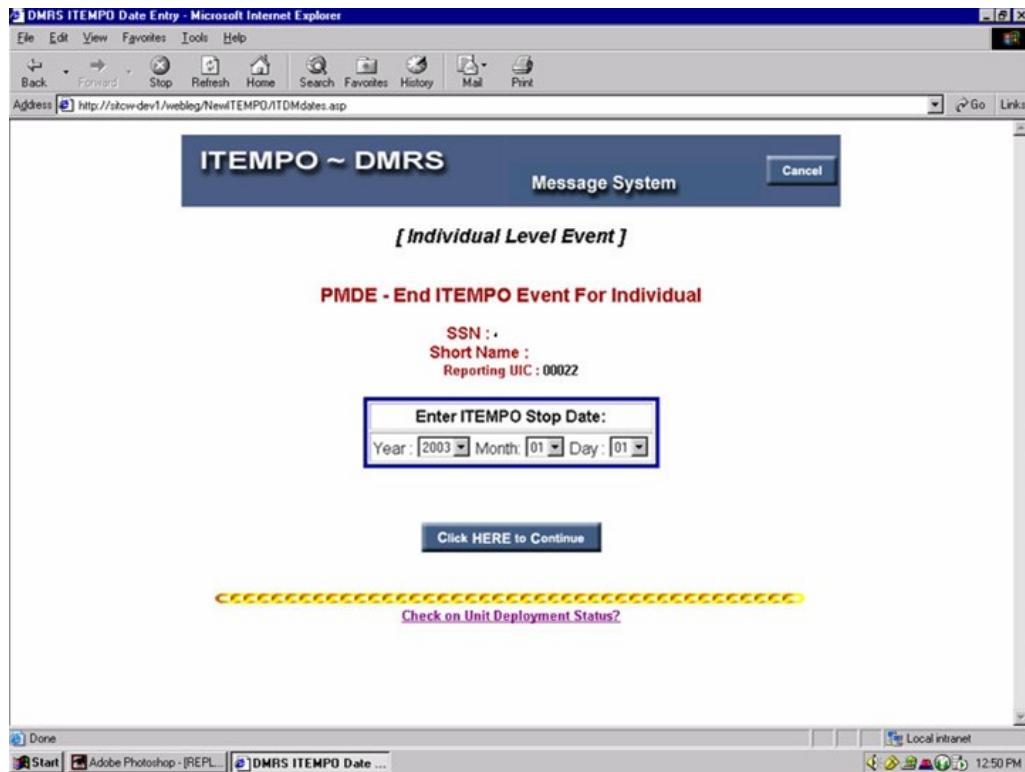
- This is an example of an End Individual Deployment transaction.
- In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMDE



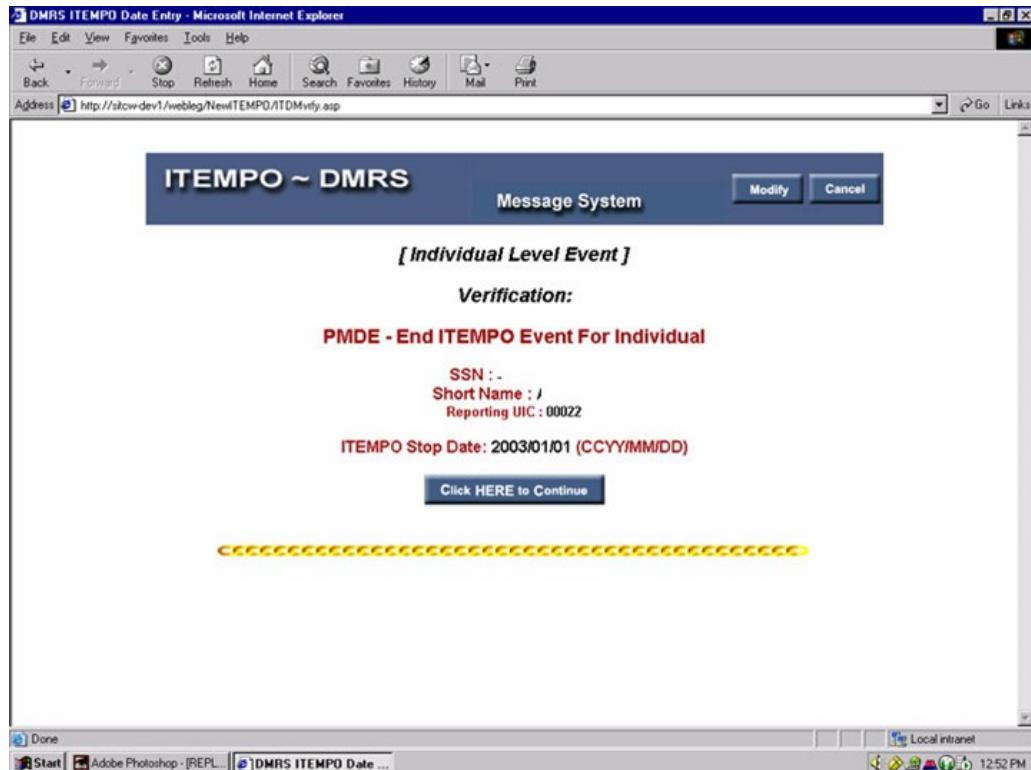
- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.
- Pull down screens are provided to enter the stop date.

# Builders - PMDE



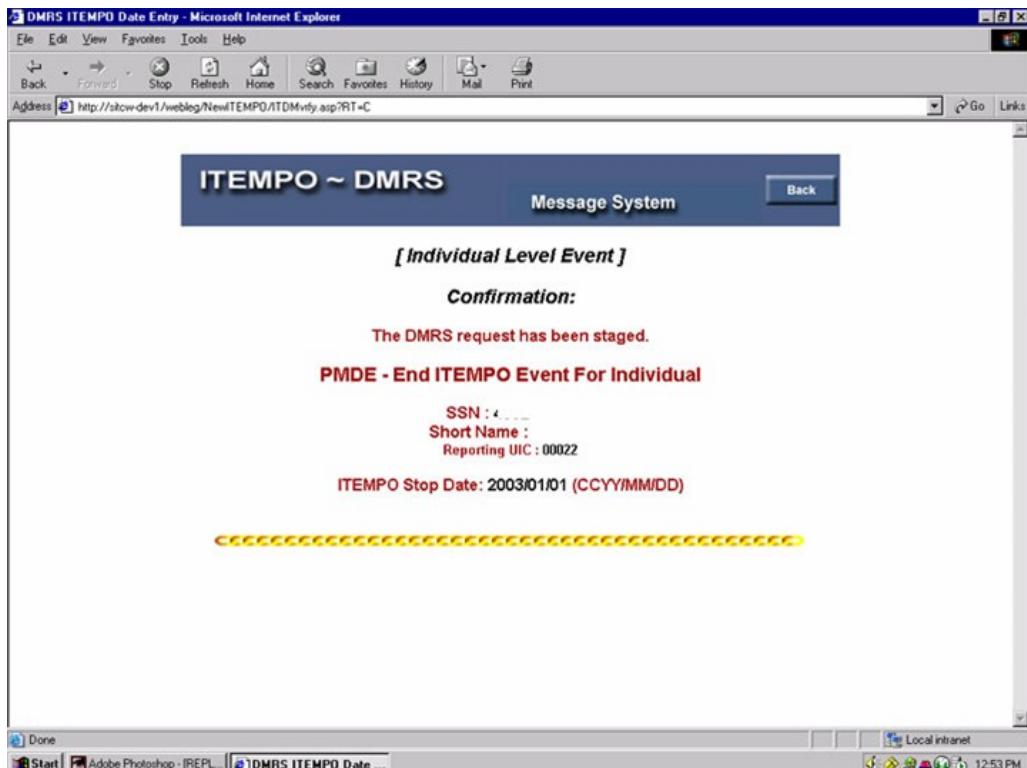
- Use the Cancel button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMDE



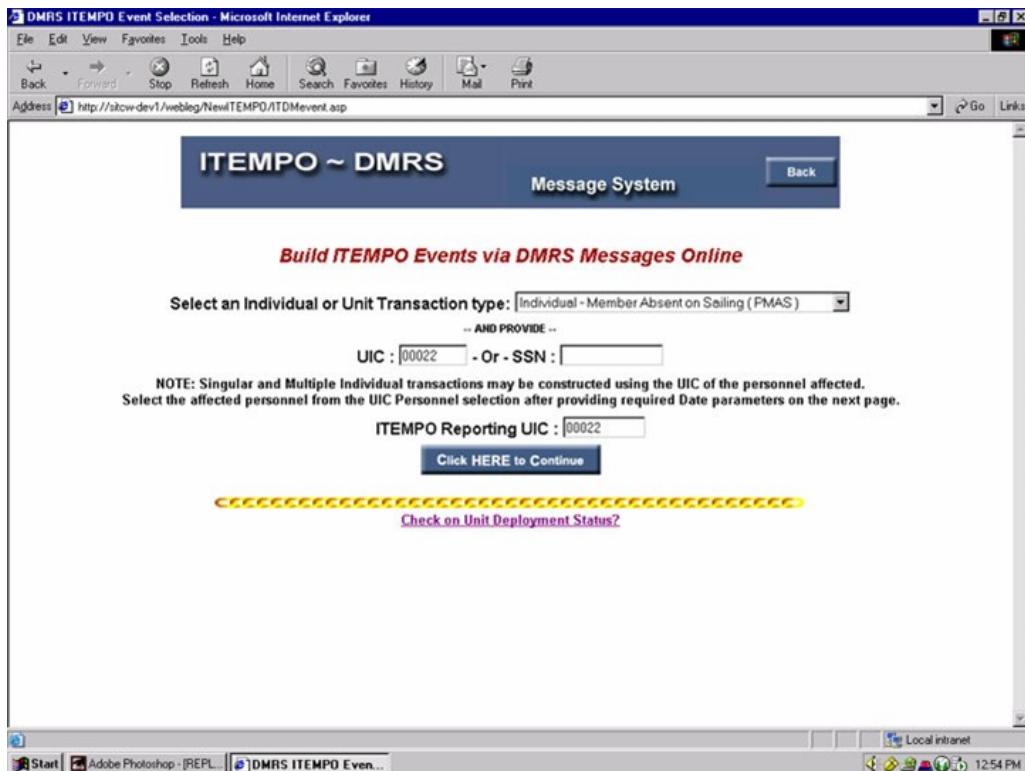
- This is the verification screen, showing the information provided for the PMDE (Individual Stop) transaction.
- Use the 'Modify button' to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMDE



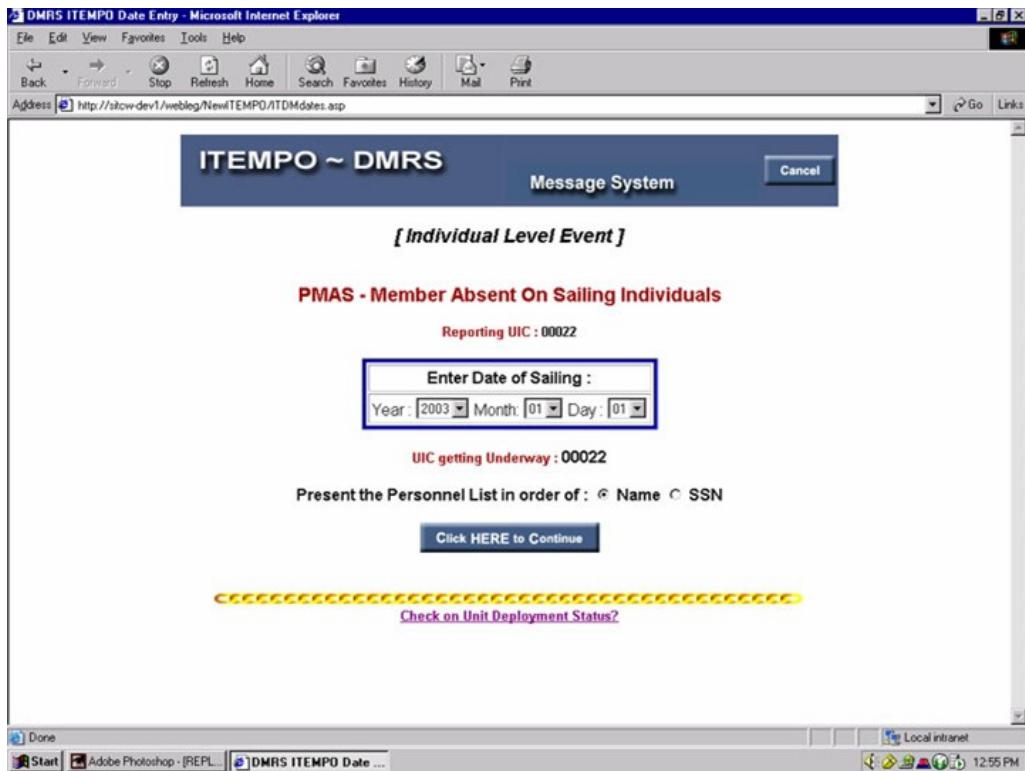
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMAS



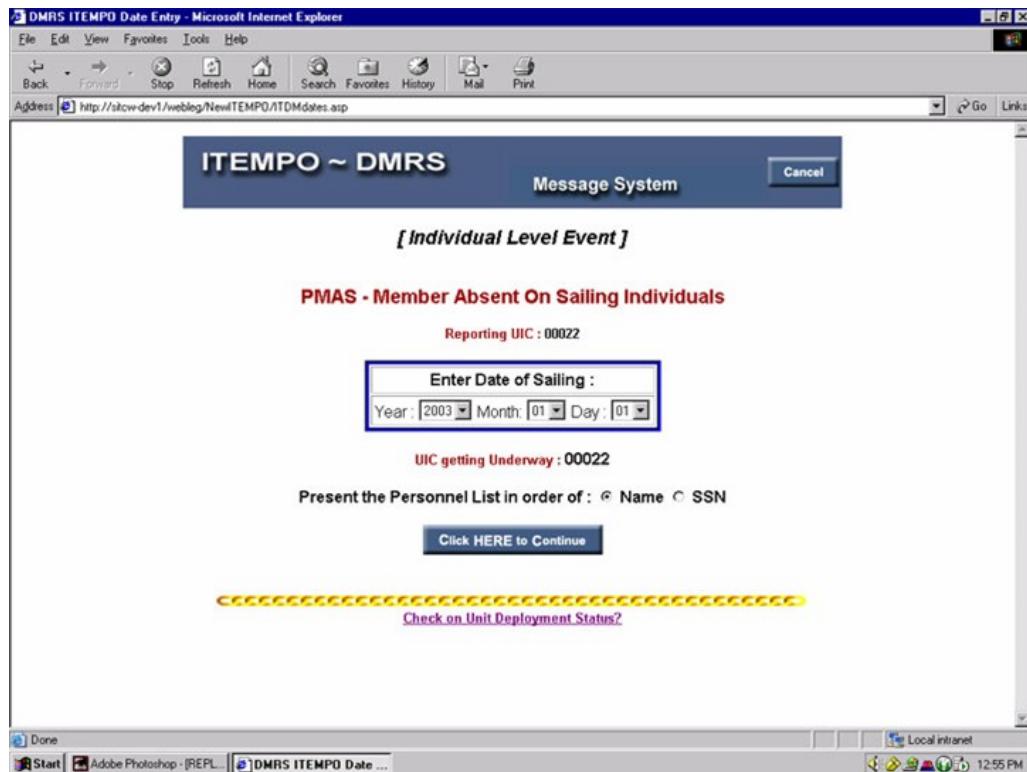
- This is an example of a Member Absent on Sailing Individual transaction.
- The UIC or SSN must be provided in the UIC or SSN field. In this case, a UIC has been entered.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMAS



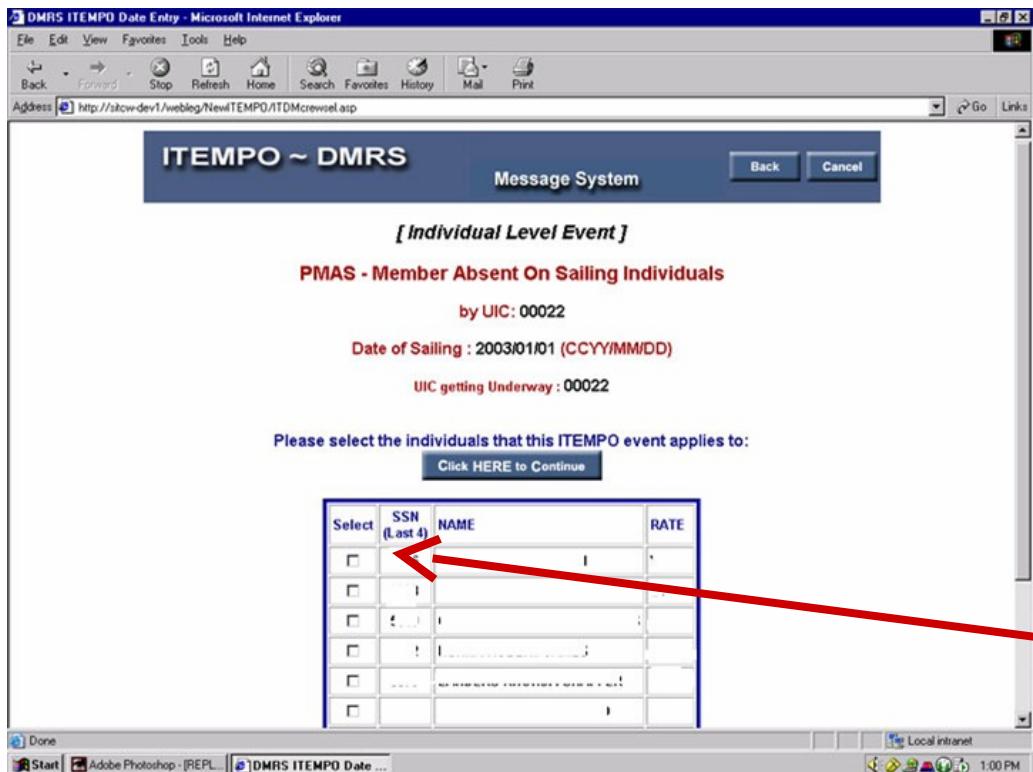
- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the date of sailing.

# Builders - PMAS



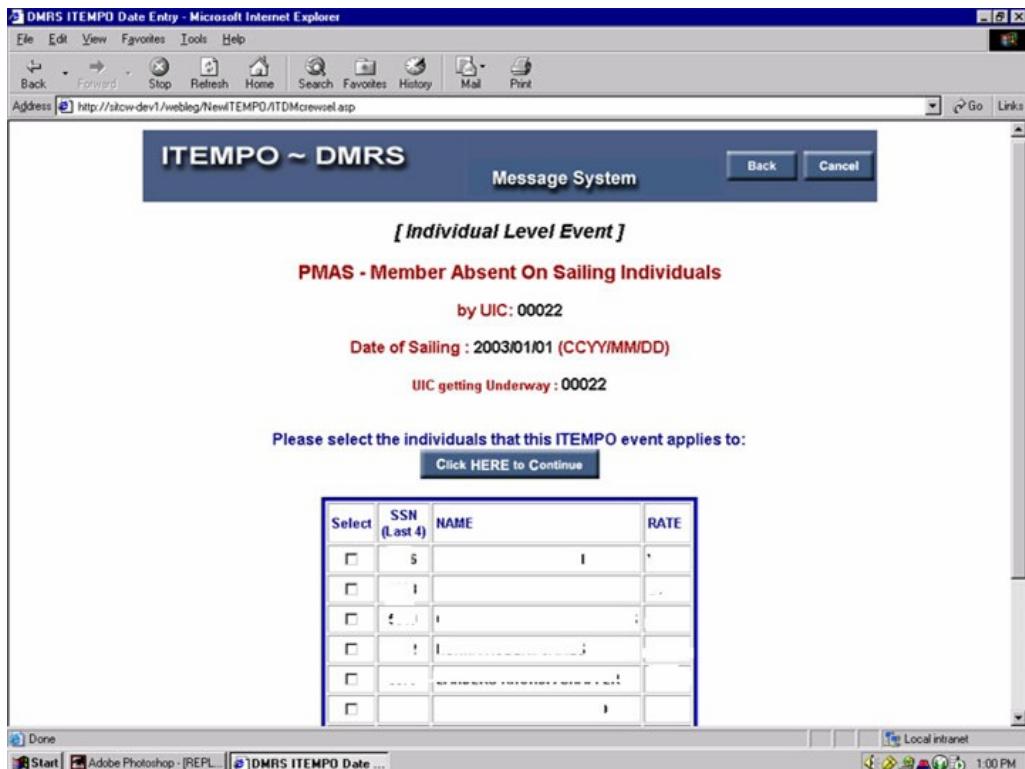
- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.
- Use the Cancel button to correct any errors noted – or click the ‘Click HERE to Continue’.

# Builders - PMAS



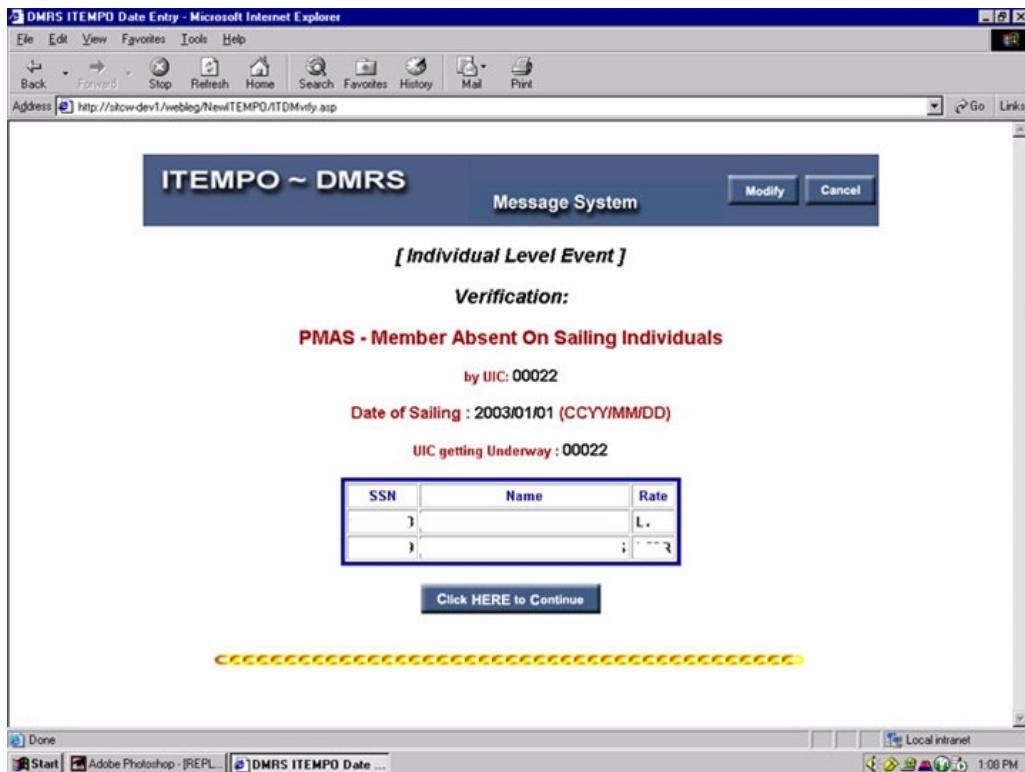
- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first five letters of the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to Begin a Member Absent on Sailing ITEMPO event.

# Builders - PMAS



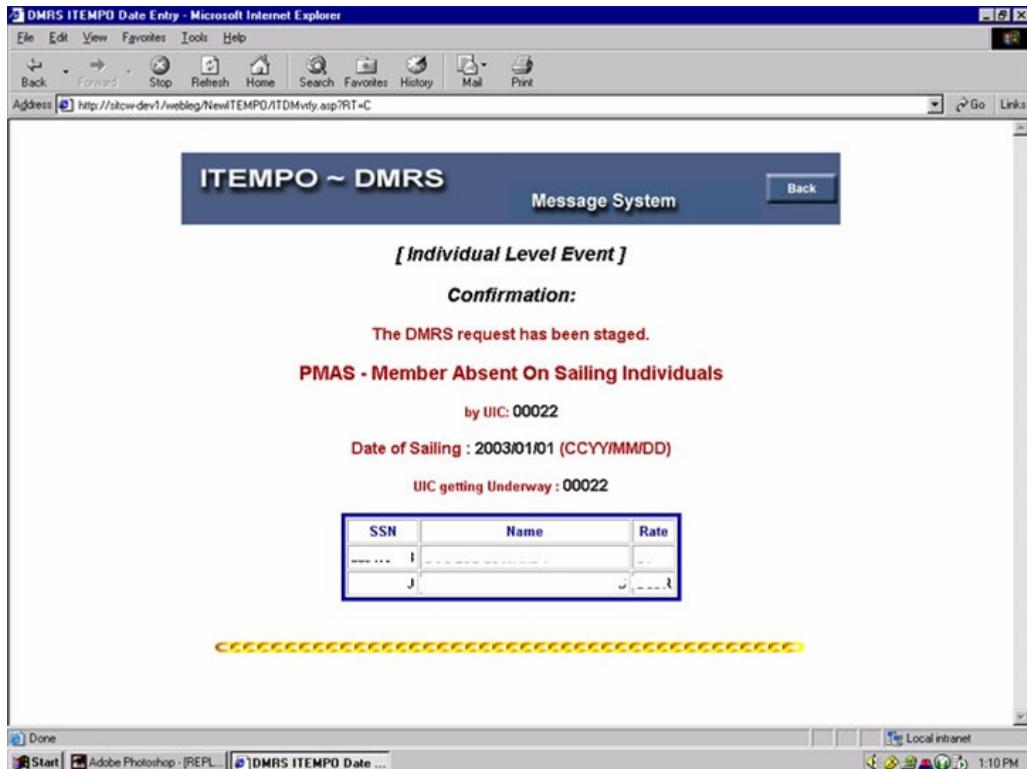
- Use the Back button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAS



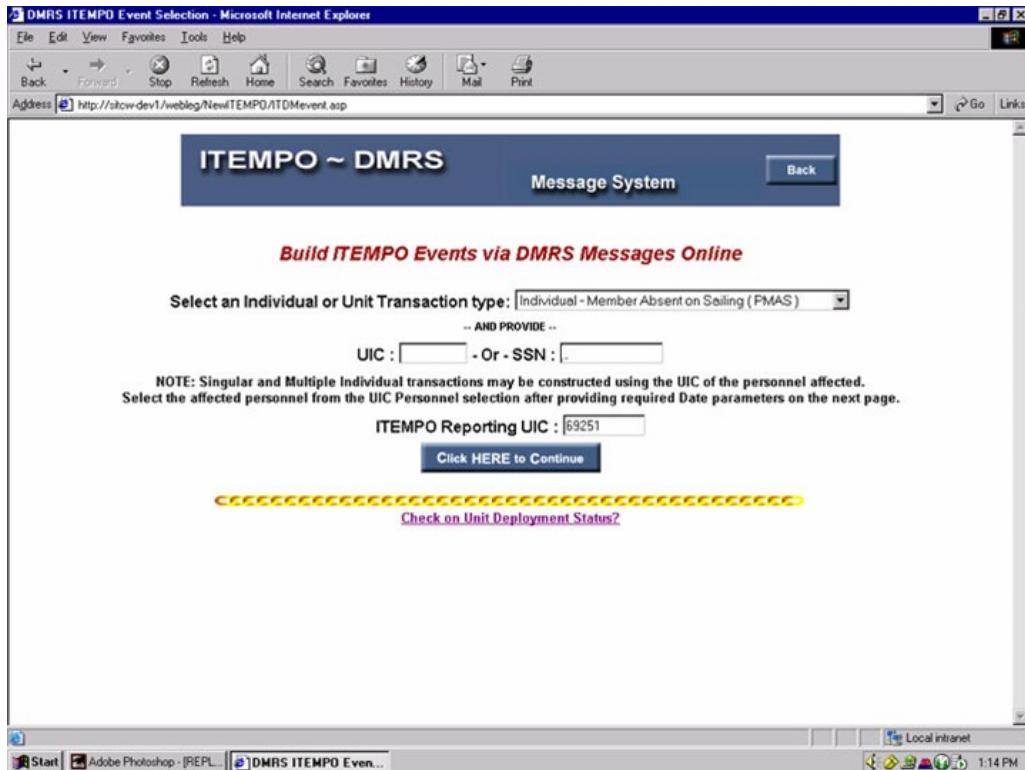
- This is the verification screen, showing the information provided for the PMAS (Member Absent on Sailing) transaction.
- Use the 'Modify button' to correct any errors noted – or click the 'Click HERE to Continue'.

# Builders - PMAS



- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMAS



- This is also an example of a Member Absent on Sailing transaction. In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMAS

ITEMPO ~ DMRS

Message System

[Individual Level Event]

PMAS - Member Absent On Sailing Individual

SSN :

Short Name :

Reporting UIC : 69251

Enter Date of Sailing :

Year : 2003 Month: 01 Day : 01

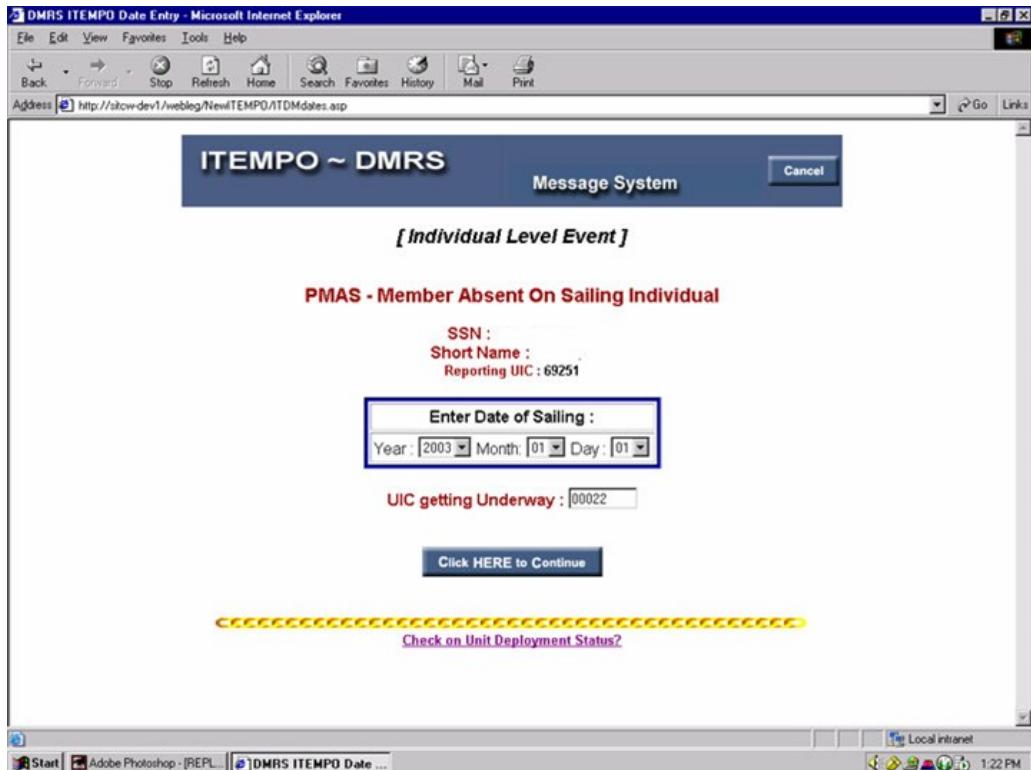
UIC getting Underway : 00022

Click HERE to Continue

Check on Unit Deployment Status?

- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.
- Pull down screens are provided to enter the date of sailing.
- The UIC getting underway is required (to identify which unit the individual is absent from).

# Builders - PMAS



ITEMPO ~ DMRS

Message System

Cancel

[Individual Level Event]

PMAS - Member Absent On Sailing Individual

SSN :  
Short Name :  
Reporting UIC : 69251

Enter Date of Sailing :  
Year: 2003 Month: 01 Day: 01

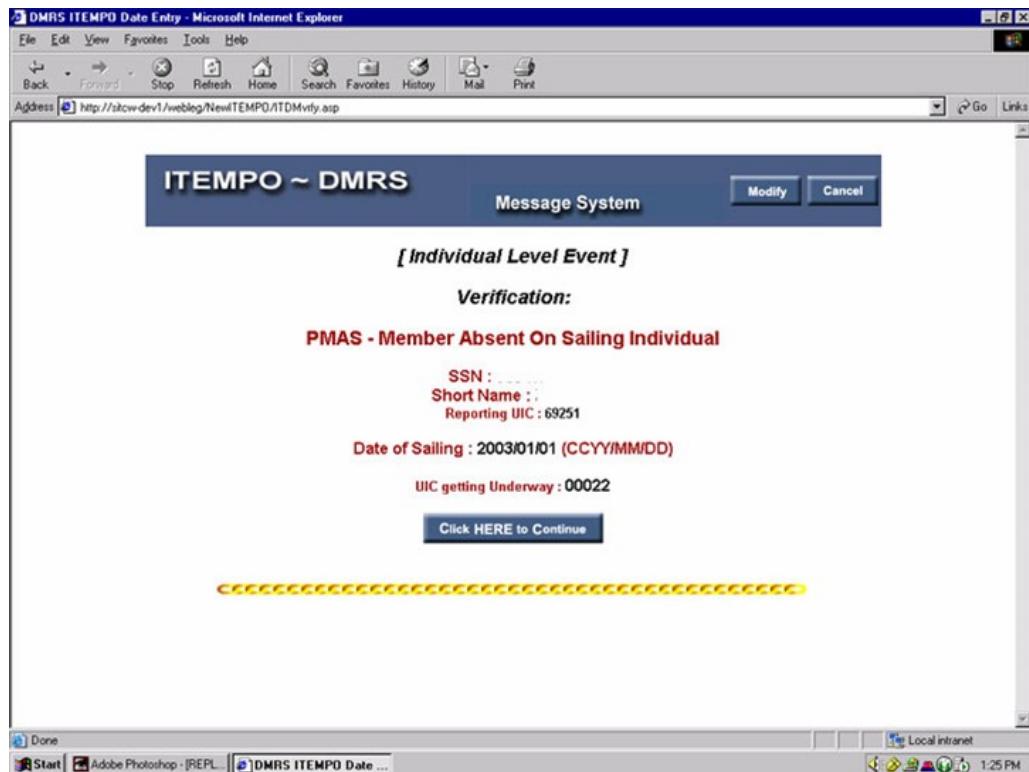
UIC getting Underway : 00022

Click HERE to Continue

Check on Unit Deployment Status?

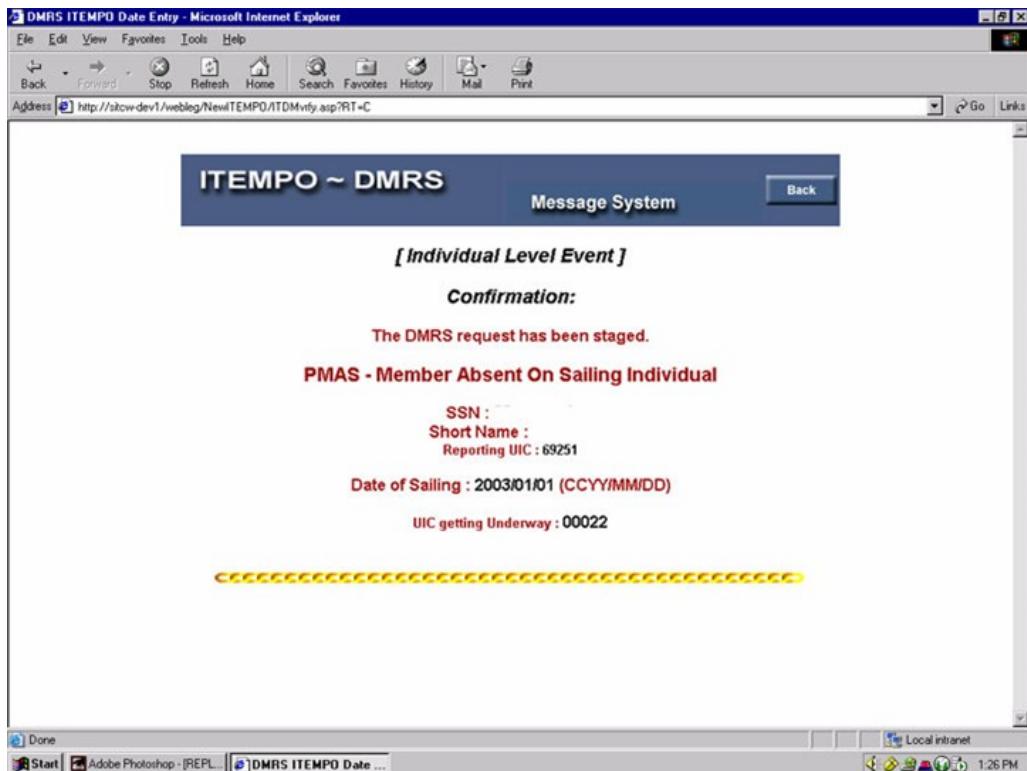
- Use the Cancel button to correct any errors noted – or click the ‘Click HERE to Continue’.

# Builders - PMAS



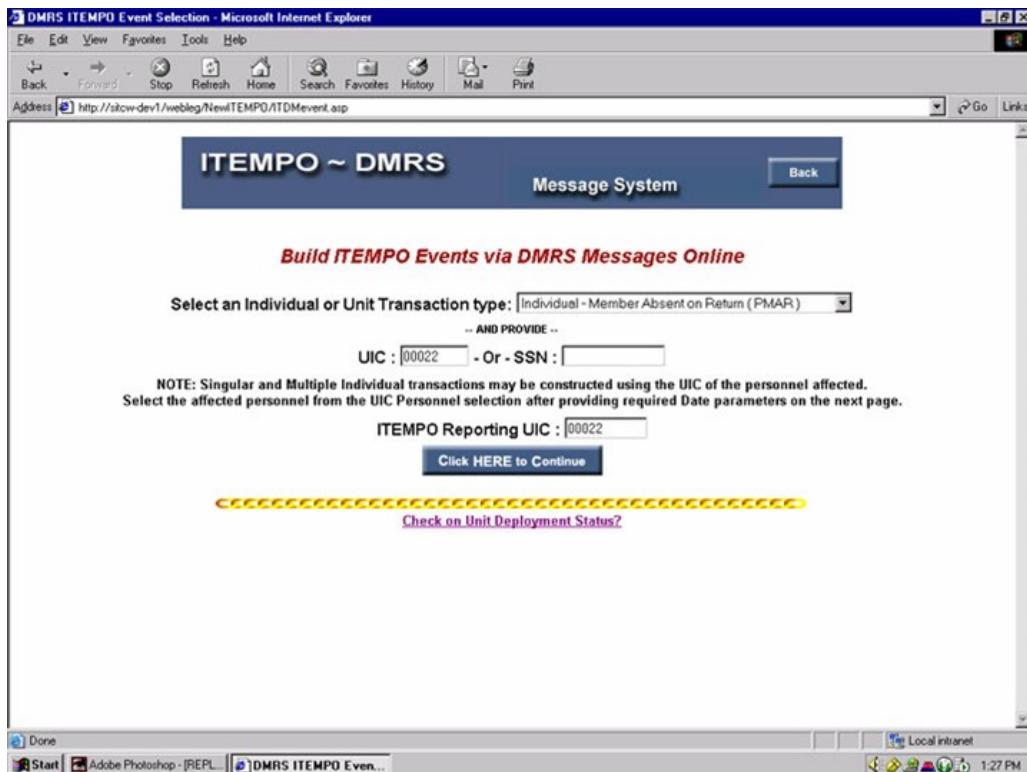
- This is the verification screen, showing the information provided for the PMAS (Absent on Sailing) transaction.
- Use the 'Modify button' to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAS



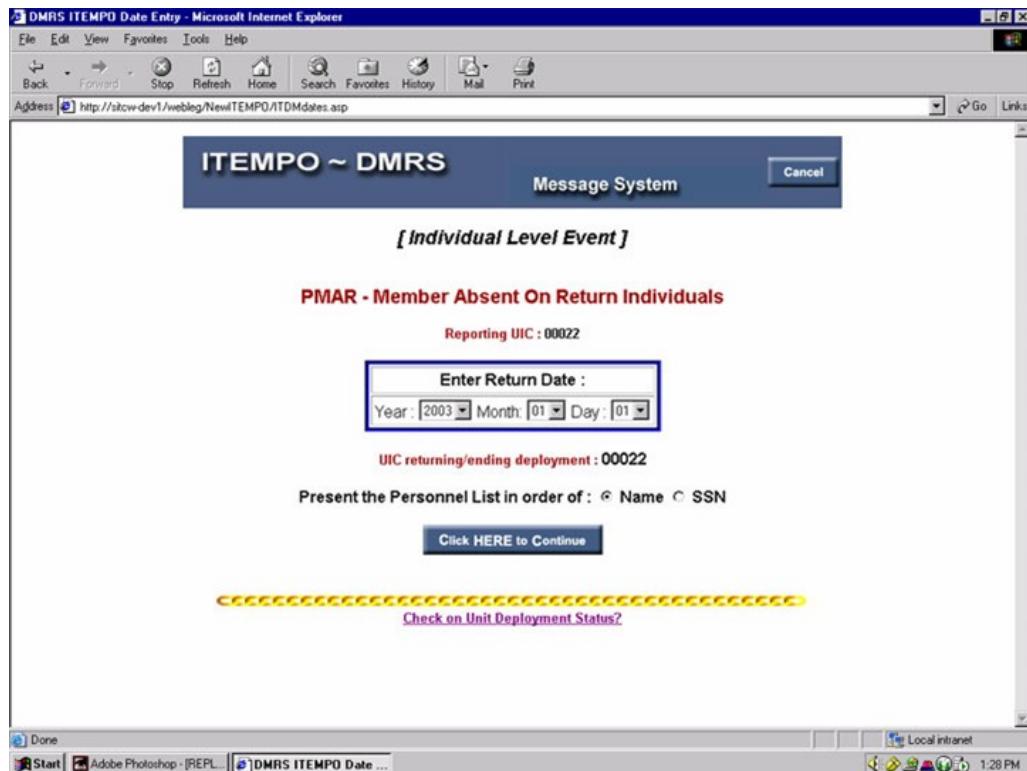
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMAR



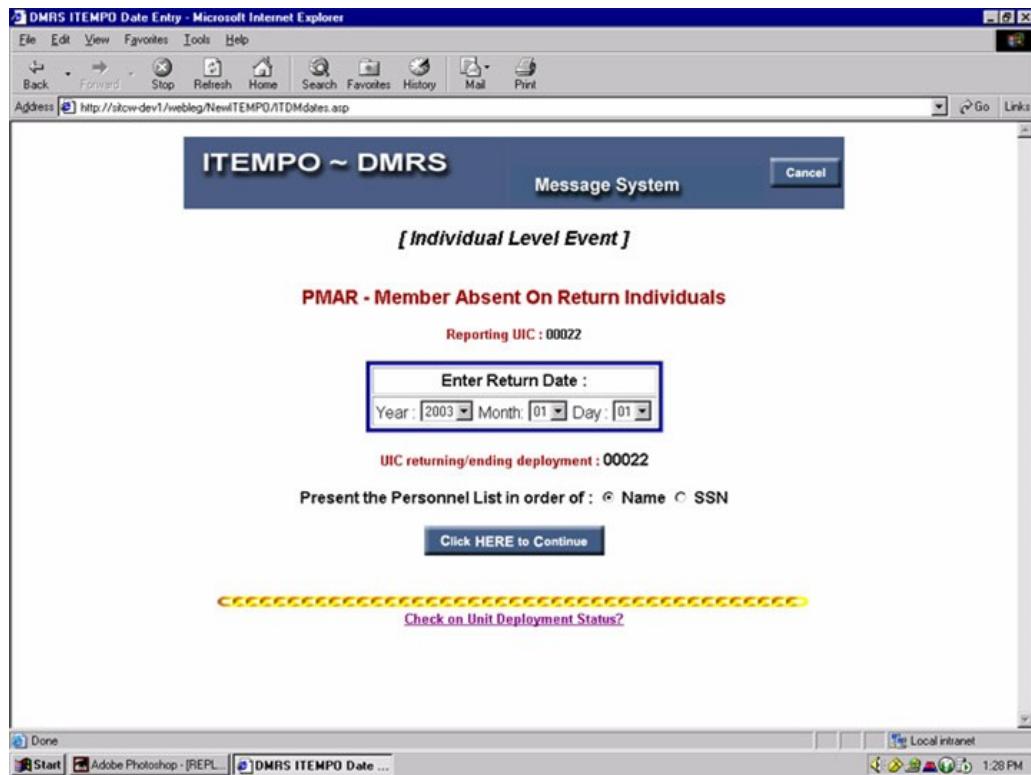
- This is an example of a Member Absent on Return Individual transaction.
- The UIC or SSN must be provided in the UIC or SSN field. In this case, a UIC has been entered.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

# Builders - PMAR



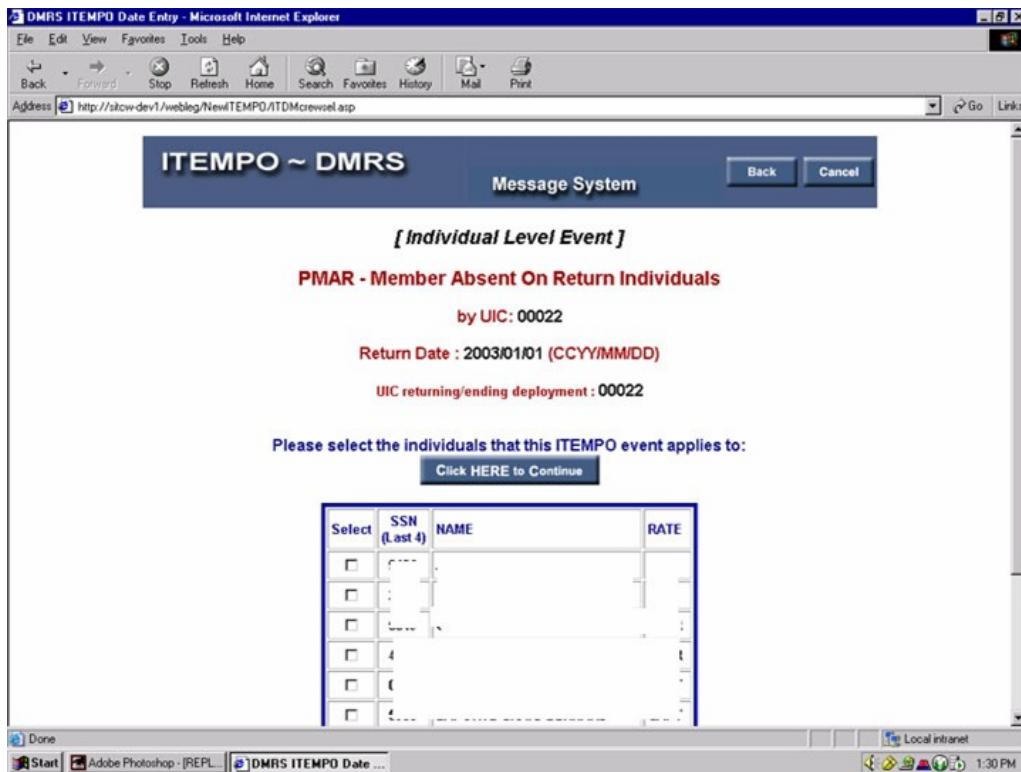
- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the date of return.

# Builders - PMAR



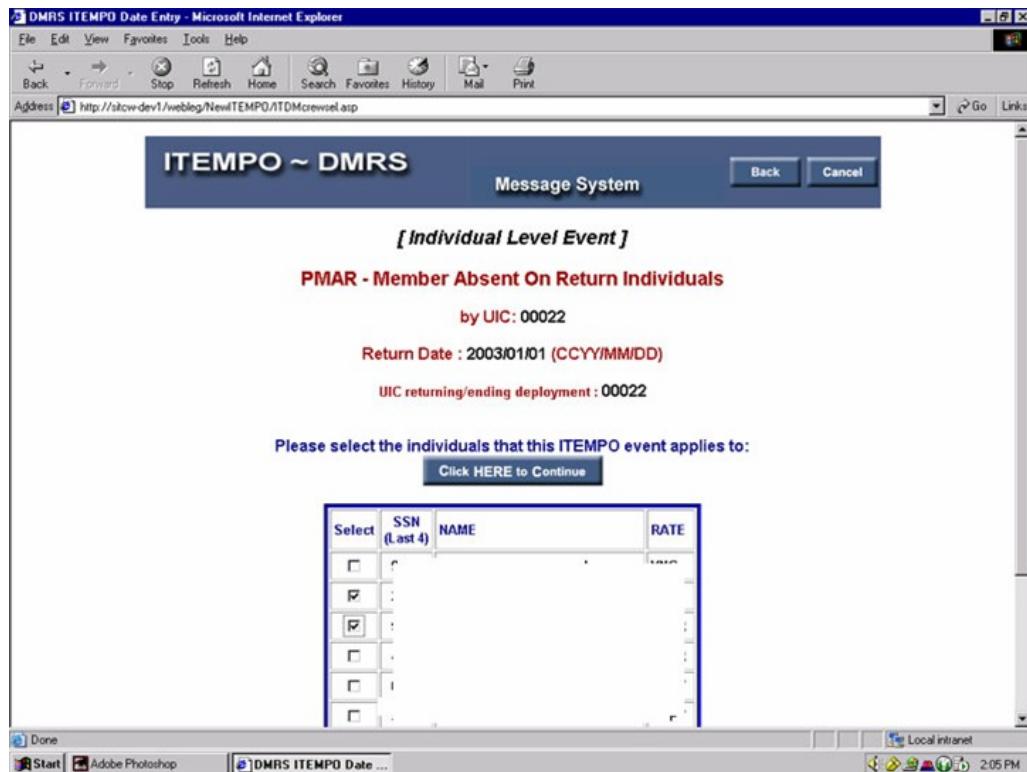
- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.
- Use the Cancel button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAR



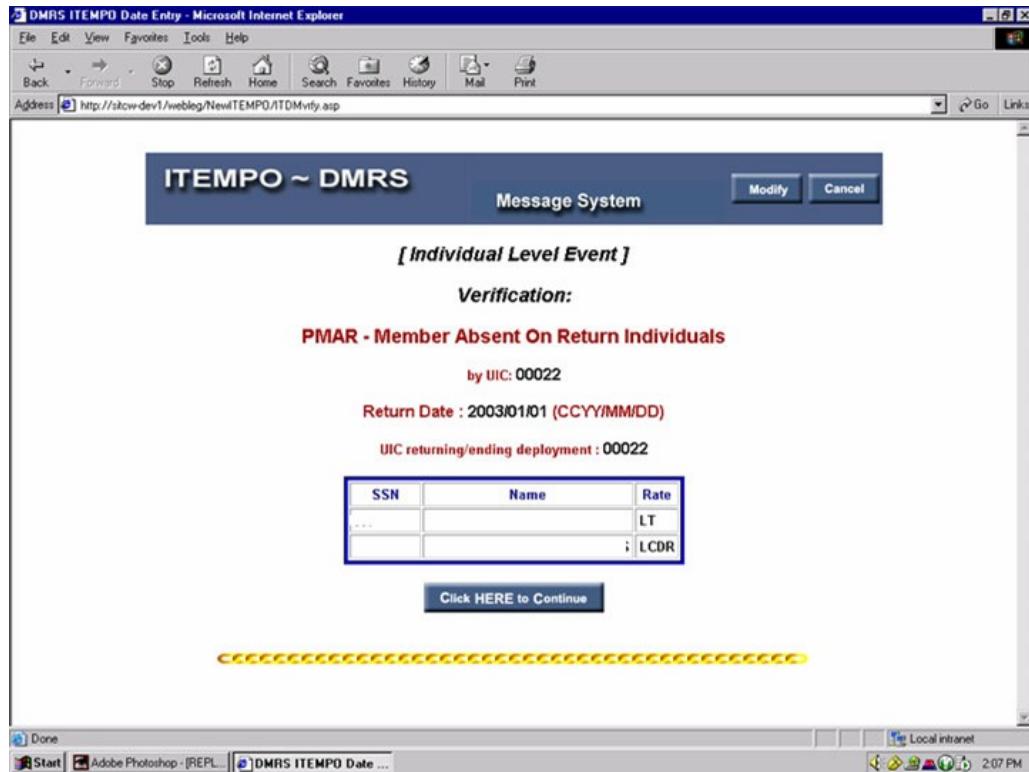
- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first five letters of the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to Begin a Member Absent on Return ITEMPO event.

# Builders - PMAR



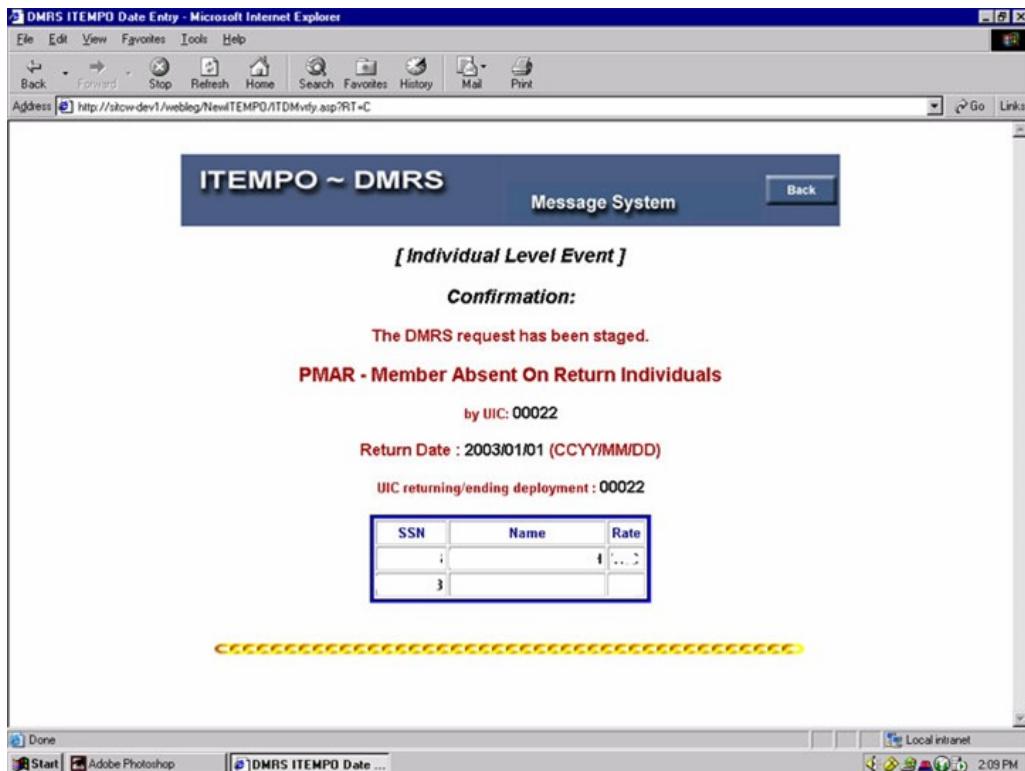
- Use the back button to correct any errors noted – or click the ‘Click HERE to Continue’.

# Builders - PMAR



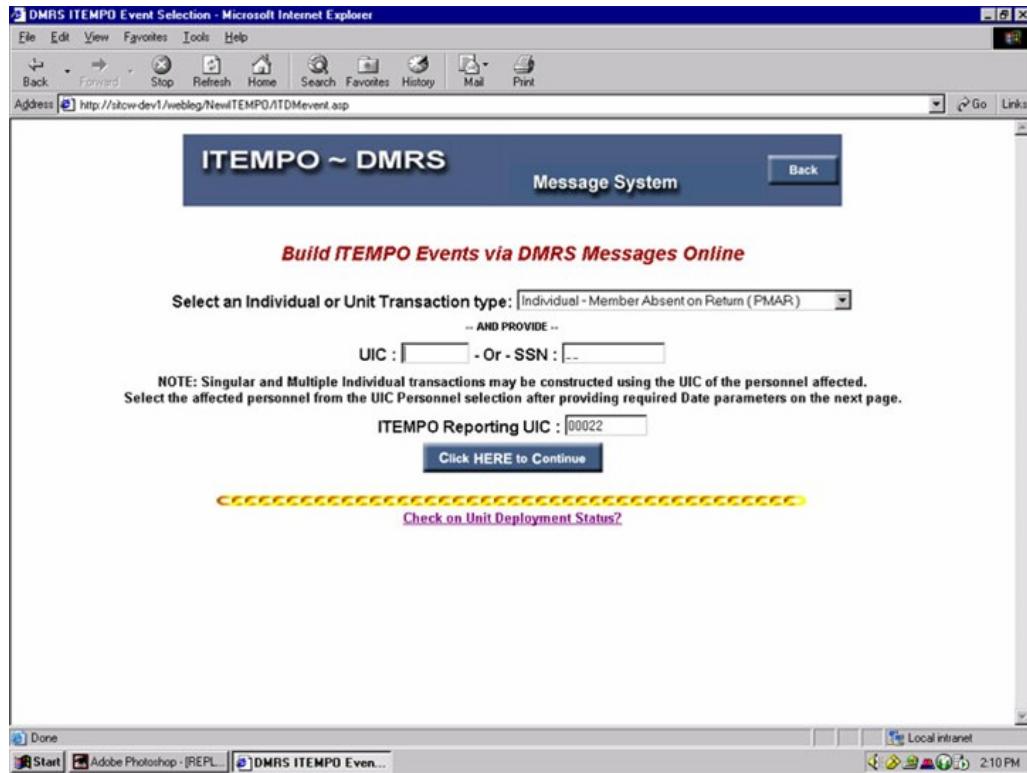
- This is the verification screen, showing the information provided for the PMAR (Member Absent on Return) transaction.
- Use the 'Modify' button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAR



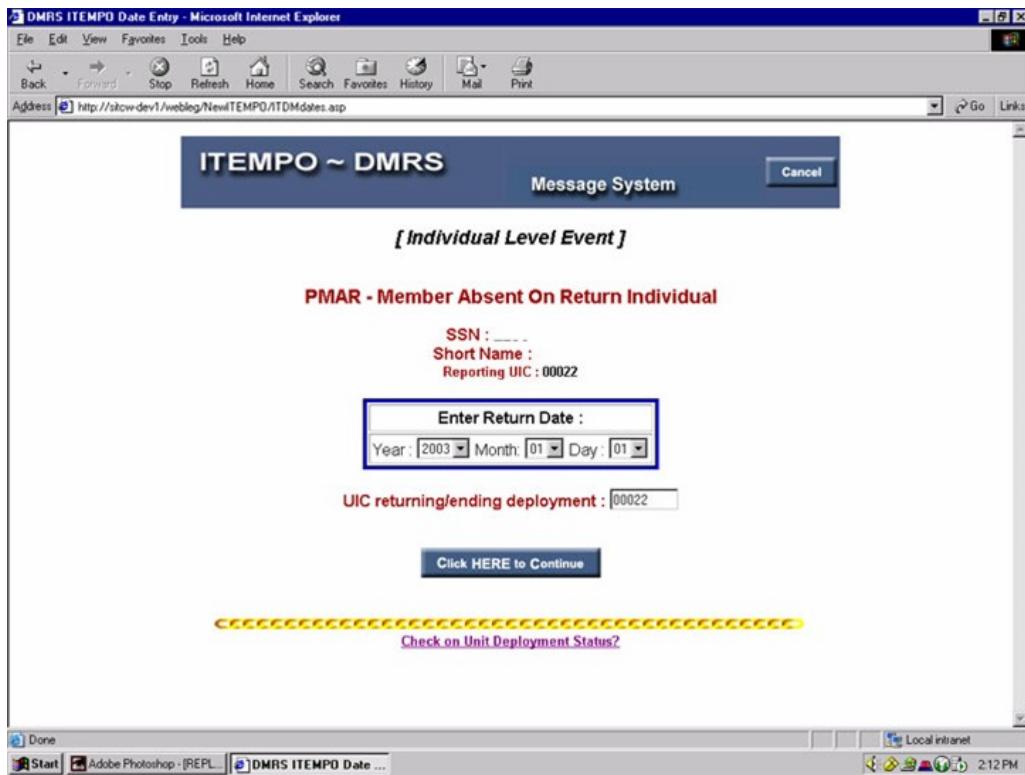
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

# Builders - PMAR



- This is an example of a Member Absent on Sailing transaction.
- In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

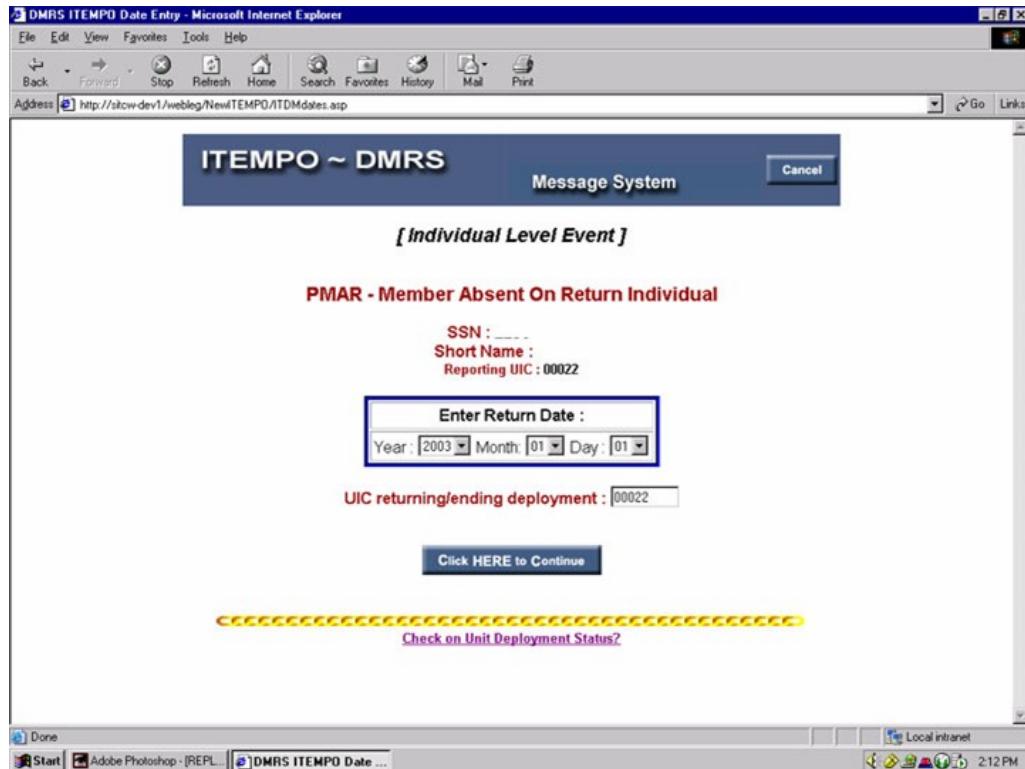
# Builders - PMAR



The screenshot shows a Microsoft Internet Explorer window with the title bar 'DMRS ITEMPO Date Entry - Microsoft Internet Explorer'. The address bar shows the URL 'http://sitow-dev1/weblog/NextITEMPO/ITDMDates.asp'. The main content area is a form titled 'ITEMPO ~ DMRS Message System' with the sub-instruction '[Individual Level Event]'. The form is for 'PMAR - Member Absent On Return Individual'. It contains fields for 'SSN : \_\_\_\_\_', 'Short Name :', and 'Reporting UIC : 00022'. Below these is a 'Enter Return Date :' field with dropdown menus for 'Year: 2003', 'Month: 01', and 'Day: 01'. There is also a field 'UIC returning/ending deployment : 00022'. A 'Click HERE to Continue' button is at the bottom, and a link 'Check on Unit Deployment Status?' is below it. The status bar at the bottom shows 'Local intranet' and the time '2:12 PM'.

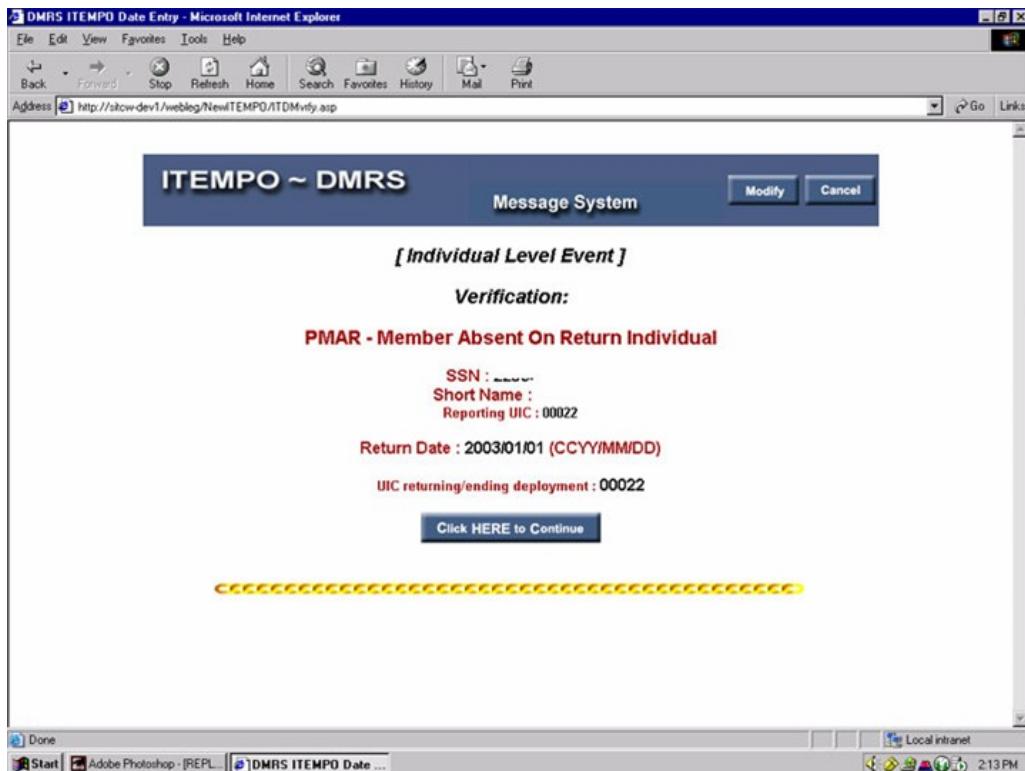
- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.
- Pull down screens are provided to enter the date of sailing.
- The UIC returning is required to identify which unit the individual is absent from.

# Builders - PMAR



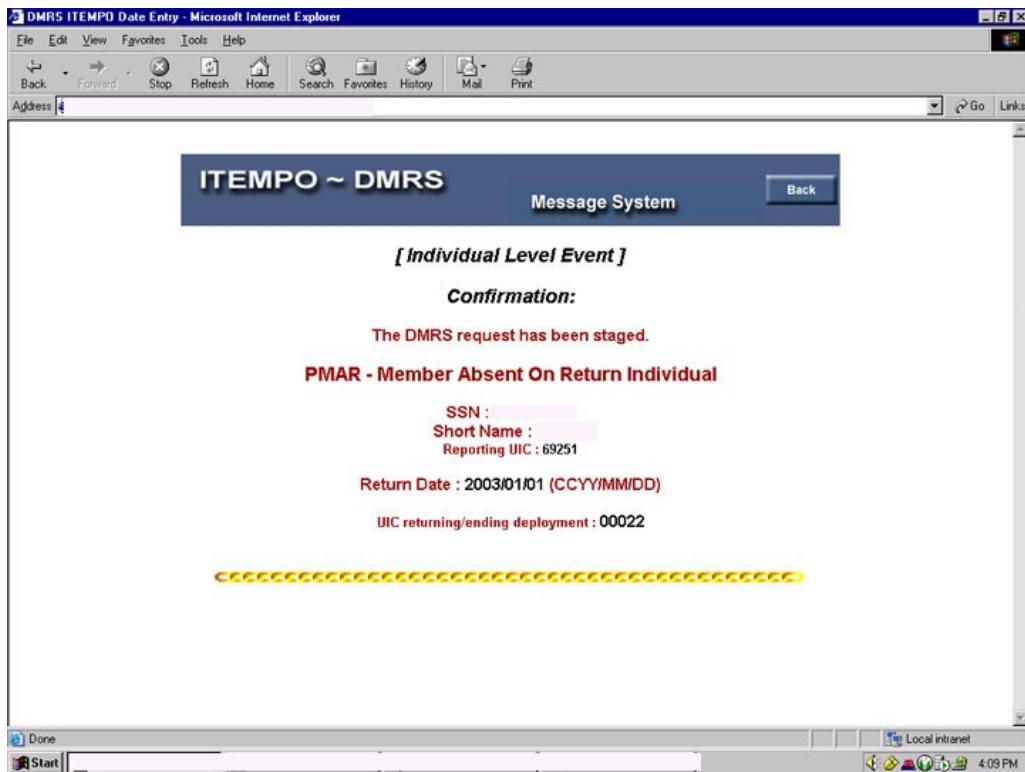
- Use the back button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAR



- This is the verification screen, showing the information provided for the PMAR (Absent on Return) transaction.
- Use the 'Modify' button to correct any errors noted - or click the 'Click HERE to Continue'.

# Builders - PMAR



- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.